

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 13, 2016

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

Also present: David Dickson, General Manager, Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Gina Brazil, Office Manager.

There were 3 people in the audience.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **PUBLIC HEARING**

- **To allow community input on Coastside County Water District's**
 - (1) Water Shortage Contingency Plan**
 - (2) Water Conservation Act of 2009 - Senate Bill SBx7-7**
 - (3) Urban Water Management Plan**
- A. Open Public Hearing
- B. Staff Presentations of CCWD's 2015 Urban Water Management Plan
- C. Public Comments
- D. Close Public Hearing
- E. Board Comments / Board Action
- **Consider concurrent adoption of the following Resolutions:**
 - (1) 2016-12 - Adopting an updated Water Shortage Contingency Plan**
 - (2) 2016-13 - Approving an updated baseline daily per capita use, an updated urban water use target and an updated interim water use target**
 - (3) 2016-14 - Adopting the 2015 Urban Water Management Plan**

Mr. Dickson introduced this agenda item and provided a brief background, noting that Cathleen Brennan, the District's Water Resource Analyst has been working on this project for approximately three years. He also introduced the project consultant, Elizabeth Drayer, P.E., with West Yost Associates. He added that this project has required a lot of time and effort to address and understand the changed requirements from the Department of Water Resources.

The public hearing was opened at 7:03 p.m. at which time Ms. Brennan began her presentation by reviewing the proposed items requiring Board action. Her presentation included a recap of the noticing requirements for the public hearing and a discussion of the water shortage contingency plan,. Next she summarized details and requirements of the Water Conservation Act of 2009 (SB X7-7), including per capita water use targets, followed by an analysis of the items that are included, the new requirements and the key components and demand management measures included in the District's 2015 Urban Water Management Plan. In conclusion, Ms. Brennan summarized the actions completed to date and the steps that will follow upon the adoption of the final 2015 Urban Water Management Plan.

There were no comments from any members of the public and President Glassberg closed the public hearing at 7:37 p.m. Director Coverdell made a motion to adopt Resolutions 2016-12, 2016-13, and 2016-14, which was seconded by Director Feldman, followed by Board discussion.

Vice-President Reynolds stated that he had a number of questions and comments with regard to the Urban Water Management Plan. Directors Coverdell, Feldman, and President Glassberg all agreed that they were not in favor of delaying the submittal of the Plan.

The Board members then proceeded to ask questions about the document, which were answered by Mr. Dickson, Ms. Brennan and Ms. Drayer. Director Coverdell suggested that the Board adopt the Plan at this time, and staff schedule a meeting with Vice-President Reynolds to further address his concerns. Vice-President Reynolds identified some typographical errors in the document, which staff agreed would be corrected.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote, to approve the following Resolutions of the Board of Directors of the Coastside County Water District: 2016-12 - Authorizing the Adoption of an Updated Water Shortage Contingency Plan; 2016-13 - Authorizing the Approval of an Updated Baseline Daily Per Capita Use, and Updated Urban Water Use Target, and an Updated Interim Urban Water Use Target to be included in the 2015 Urban Water Management Plan; and 2016-14 - Adopting the Coastside County Water District 2015 Urban Water Management Plan:"

Director Coverdell	Aye
Director Mickelsen	Absent
Director Feldman	Aye
Vice-President Reynolds	No
President Glassberg	Aye

President Glassberg added that staff is directed to schedule a meeting with Vice-President Reynolds to answer the questions he has with regards to the 2015 Urban Water Management Plan.

5) CONSENT CALENDAR

- A. Approval of disbursements for the month ending August 31, 2016:
Claims: \$581,037.75; Payroll: \$90,857.58 for a total of \$671,895.33
➤ *August 2016 Monthly Financial Claims reviewed and approved by Director Feldman*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of August 9, 2016 Special and Regular Board of Directors Meetings
- 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 – August 2016
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- I. Rainfall Reports
- J. Acceptance of Subdivision Utility System – Ailanto Properties Pacific Ridge Subdivision – Phase I, Half Moon Bay
- K. S.F.P.U.C. Hydrological Report for the month of July
- L. S.F.P.U.C. Hydrological Report for the month of August

Director Coverdell stated that he would like to discuss some of the reports in agenda item 5B in further detail.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to accept and approve the Consent Calendar with the exception of item 5B:

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

Director Coverdell inquired if the monthly financial reports had incorporated the District's recent rate increase, which Ms. Rogren confirmed that the rate increases were included. He also inquired about the figures contained in the Calcon Time and Materials Projects Tracking Report, and Ms. Rogren confirmed that the report was incorrect and that corrections would be made in the monthly report for the month of October.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to accept and approve Consent Calendar item 5B:

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

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell reported that he and Vice-President Reynolds had attended a recent meeting of the Recycled Water Committee, which he commented was well attended. He then shared highlights of the meeting, with brief Board discussion ensuing.

7) GENERAL BUSINESS

A. Possible Cancellation of October 11, 2016 Regular Meeting of the Board of Directors

Mr. Dickson advised that staff had learned that there may not be a quorum in attendance at the regular Board meeting on October 11, 2016, and reminded the Board that it requires Board action to cancel or reschedule a Board of Directors meeting. The Board briefly discussed alternative dates for the October Board meeting and agreed on October 4th 2016 to conduct the regular monthly meeting.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted to reschedule the Regular Monthly CCWD Board of Directors meeting from Tuesday, October 11th to Tuesday, October 4th 2016, beginning at the regular time of 7:00 p.m.

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

8) MONTHLY INFORMATIONAL REPORTS

A. Operations Report

Mr. Dickson stated that Mr. Guistino was not present at the meeting, and he answered a few questions from the Board regarding the status of water production at the Denniston Water Treatment Plant and the recent pipeline leaks in the areas of Wavecrest Road and Railroad Avenue in Half Moon Bay.

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests from the Directors for any future specific agenda items but the Board did agreed that they would like the District's strategic planning session scheduled for early in 2017, during day time hours.

10) ADJOURNMENT - The meeting was adjourned at 8:31 p.m.

Respectfully submitted,

David Dickson, General Manager
Secretary to the District

Arnie Glassberg, President
Board of Directors