

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING

Wednesday, September 23, 2009 - 8:30 A.M.

AGENDA

- 1) **ROLL CALL:** President Mickelsen called the meeting to order at 8:35 a.m. Present at roll call were Director Coverdell, Vice-President Feldman, Director Ascher and President Mickelsen. Director Larimer was absent. Also present were David Dickson, General Manager and JoAnne Whelen, Administrative Assistant/Recording Secretary.
- 2) **PUBLIC ANNOUNCEMENTS:** There were no public announcements.
- 3) **GENERAL BUSINESS**
 - A. **Award of Contract for the Nunes Water Treatment Plant Short-Term Improvement Project**

Mr. Dickson introduced this item, reviewed the bid results, and advised the Board that District Counsel had confirmed that the bid from K.G. Walters Construction Company, Inc. in the sum of \$1,050,307 met the legal requirements of the specifications. He addressed several questions from the Board regarding the scope of work and project scheduling.

ON MOTION by Director Coverdell and seconded by Director Ascher, the Board voted as follows, by roll call vote, to award the contract for the Nunes Treatment Plant Short Term Improvement Project to KG Walters Construction Company, Inc. in the sum of \$1,050,307:

Director Coverdell	Aye
Vice-President Feldman	Aye
Director Larimer	Absent
Director Ascher	Aye
President Mickelsen	Aye

B. Award of Contract for the Denniston Reservoir Maintenance Dredging Project

Mr. Dickson reviewed the background details of the Denniston Dredging Project and advised that the only contractor that provided a bid was Andreini Brothers, the firm responsible for past dredging of the Denniston Reservoir. Mr. Dickson noted that Mr. Guistino, District Superintendent of Operations, should be recognized for his efforts and ultimate success in securing the proper environmental permits for the project.

ON MOTION by Director Coverdell and seconded by Director Ascher, the Board voted as follows, by roll call vote, to award the contract for the Denniston Reservoir Maintenance Dredging 2009 to Andreini Brothers, Inc. in the sum of: \$49,861.00:

Director Coverdell	Aye
Vice-President Feldman	Aye
Director Larimer	Absent
Director Ascher	Aye
President Mickelsen	Aye

C. Discussion of General Manager's Goals and Objectives for 2009/2010

Mr. Dickson explained the Personnel Committee's suggested evaluation process, which included preparing some proposed objectives and goals to present for Board discussion (attached), followed by a performance review to be done in closed session at the October 13, 2009 Board meeting. He informed the Board that his report contained a focus on the larger, long-term, strategic objectives, rather than the day-to-day operations and responsibilities of the General Manager's position. He proceeded to review the goals listed under each of the three major categories, Water Supply, District Infrastructure, and District Financing.

The objectives discussed for Water Supply included the preparation of a formal assessment of the District's present and future water supply as part of the 2010 Urban Water Management Plan, preserving and enhancing the local water supply at Denniston, continued work in the area of water reclamation, as well as potential development of additional feasible local water sources. Director Coverdell suggested that a fifth category be added to the Water Supply Objectives, which would consist of the Montara Water & Sanitary District Mutual Emergency Supply Agreement. Mr. Dickson agreed that he could add that topic to the list of his goals, but that ultimately he had no control over the matter and has not been successful to date in obtaining any updates from the Montara Water & Sanitary District in regards to the progress of the agreement.

Mr. Dickson then reviewed his objectives in regards to the District's infrastructure, which focus on pursuing the completion of approved capital improvement program projects. Key projects for the year include the Denniston reservoir dredging and intake improvements, completion of the Pilarcitos culvert repair, the tank recoating projects, the Pilarcitos-Crystal Springs blending station modifications, and the SCADA systems upgrade.

The final objectives presented and discussed were related to the District's Financing, which consisted of loan, or bond financing and development of a report on the District's rate structure and recommendations for rate changes.

Director Coverdell proposed that another goal that he thought would be beneficial would be an analysis of the District's staffing and the development of a succession plan. Vice-President Feldman agreed that a strategic planning session on the topic of the District's organization could be valuable.

Mr. Dickson explained that he was happy to accommodate the Board, but hesitated to have a session where the Board discusses how to manage the staff because he felt it was more beneficial for the Board to focus on policy issues, rather than the day-to-day operations of the District. He also informed the Board that he

considers staffing and organization issues to be part of the General Manager’s duties and that in analyzing the District’s staffing, he does not see any opportunities to productively reduce or expand the current staff. He stated that, while improvements are always possible, he thought the present staffing and organization is working and that it is his responsibility to do the best job possible for the District with the team and resources available.

President Mickelsen stated that he was satisfied and that Mr. Dickson had addressed all of the questions he had about staffing and that it appeared that it is not necessary to increase or decrease staff at this time. After a brief discussion, it was decided that the District’s staffing and organization, as well as any updates to the personnel and policy manual, could be addressed in the form of a report to be presented to the Board during the District’s annual fiscal year budgeting process.

4) ADJOURNMENT

ON MOTION by Director Ascher and seconded by Director Coverdell, the Board voted as follows, to adjourn the September 23, 2009 Special Meeting of the Coastside County Water District’s Board of Directors:

Director Coverdell	Aye
Vice-President Feldman	Aye
Director Larimer	Absent
Director Ascher	Aye
President Mickelsen	Aye

The meeting was adjourned at 10:15 a.m. The next regular meeting of the Coastside County Water District’s Board of Directors is scheduled for Tuesday, October 13, 2009.

David R. Dickson, General Manager
Secretary of the Board

Chris R. Mickelsen, President
Board of Directors
Coastside County Water District