

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 11, 2010

- 1) **ROLL CALL** - The Closed Session convened at 5:30 p.m. Present at roll call: President Bob Feldman, Vice-President Jerry Donovan, and Directors Ken Coverdell and Chris Mickelsen. Director Jim Larimer was absent. David Dickson, General Manager, joined the meeting at approximately 6:15 p.m. to participate in item 3A. Patrick Miyaki, Legal Counsel, joined for participation in discussion of item 3B at approximately 6:35 p.m.

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

- 3) **CLOSED SESSION**
 - A. **Public Employee Performance Evaluation**
(Cal. Govt. Code §54957): Title: General Manager

 - B. **Conference with Legal Counsel**
Pursuant to California Government Code Section §54956.9(b)
Anticipated Litigation - Significant Exposure to Litigation: One Case

- 4) **RECONVENE TO OPEN SESSION** - The Closed Session concluded at 6:55 p.m., immediately prior to commencement of the regular meeting, at which time President Feldman announced that in regards to item 3B, Conference with Legal Counsel, Anticipated Litigation, there was no reportable action taken. He reported that regarding item 3A, Public Employee Performance Evaluation of the General Manager, although no reportable action transpired, he wanted to advise that the Board is in agreement that the General Manager has done an exceptional job over the past year and that he and staff have completed some very noteworthy accomplishments for the District and the community. He noted the Denniston Water Treatment Plant Upgrade Project, the implementation of a discount of an untreated water rate

with the San Francisco Public Utilities Commission, securing a \$6,756,000 loan from the California Infrastructure and Economic Development Bank for improvements at the Nunes Water Treatment Plant and the implementation of a successful Capital Improvement Program. He stated that the District appreciated all of Mr. Dickson's accomplishments and was looking forward to continued success under his management.

- 5) **ADJOURNMENT** - The special meeting was adjourned at 6:55 p.m.

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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 11, 2011

- 1) **ROLL CALL** - President Bob Feldman called the meeting to order at 7:08 p.m. Present at roll call: Vice-President Jerry Donovan and Directors Ken Coverdell and Chris Mickelsen. Director Jim Larimer was absent.

Also present were: David Dickson, General Manager, Patrick Miyaki, Legal Counsel; Joe Guistino, Superintendent of Operations, Cathleen Brennan, Public Outreach/Program Development/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 September 30, 2011:
Claims: \$1,122,546.14; Payroll: \$ 102,739.30; for a total of \$1,225,285.44
- B. Acceptance of Financial Reports
- C. Approval of Minutes of September 13, 2011 Board of Directors Meeting
- D. Approval of Minutes of September 27, 2011 Special Board of Directors Meeting
- E. Monthly Water Transfer Report
- F. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report
- G. Total CCWD Production Report

- H. CCWD Monthly Sales by Category Report
- I. September 2011 Leak Report
- J. Rainfall Reports
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for September 2011
- L. Notice of Completion – El Granada Tank No. 3 Fencing Project

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

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell reported on the recent Bay Area Water Supply and Conservation Agency Board of Directors meeting.

6) GENERAL BUSINESS

A. District Communications Plan

Mr. Dickson explained that the inspiration for the development of a Communications Plan came from the District's last budget process, at which time there was an unprecedented number of customers who expressed concern about the District's proposed rate increase. He advised that staff has established a goal of improving customer communications and has been working with Kendall Flint of Flint Strategies to develop a Communications Plan for the District. Mr. Dickson presented the Communications Plan and outlined some of the key goals, target audiences, challenges, opportunities, key messages and strategies of the plan. He also elaborated on some of the proposed methods of

communication that staff is pursuing, including social media platforms Facebook, Twitter, and Constant Contact, e-mail, press releases, news articles and District fact sheets. He also reviewed the criteria that will be used to evaluate the progress towards achieving the goals of the Communications Plan.

President Feldman commended Mr. Dickson and staff for assessing the need for a Communications Plan and pursuing the development of the plan.

B. Award of Contract for the Hazen's Tank Fence Project

Mr. Guistino provided the background for this agenda item, explained the importance of adequately securing the District's property at this location and answered a few questions from the Board.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to authorize staff to contract with North American Fence & Railing, Inc. to replace the Hazen's Tank fence for the amount of \$16,371.00:

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

C. Quarterly Financial Review

Mr. Dickson reviewed the financial summary for the first quarter of Fiscal Year 2011-2012, which indicated lower than budgeted expenses that offset a substantial shortfall in the year-to-date water sales revenue. He provided further details of the variance highlights in both the District's revenue and its expenses. Mr. Dickson and Mr. Guistino then answered a few questions from the Board.

7) GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS

1. I-Bank Loan

Mr. Dickson advised that the loan became effective October 10, 2011 and that the District can now begin submitting disbursement requests.

2. Crystal Springs Intake Project

Mr. Dickson presented a series of photographs and described the recent dive work at the Crystal Springs Pump Station. He also commended Joe Guistino, John Davis, and the District's field maintenance staff for their work in implementing this project.

A. Operations Report

Mr. Dickson presented photographs of the progress of the Denniston Dredging Project and the El Granada Tanks 1 and 3 Fence Replacement.

Mr. Guistino reported on the progress of the repairs and recoating of Half Moon Bay Tank 1.

B. Water Resources Report

Ms. Brennan informed the Board that the Coastside Lutheran Church had successfully converted their water intensive lawn into a water efficient landscape and was the first of the District's customers to receive a rebate under the "Lawn Be Gone" program.

Ms. Brennan also briefed the Board on the various Fact Sheets that staff is preparing as part of the District's Communications Plan. She reported that a general fact sheet on the District is being developed, as well as one on the budget and one on the Improvements to the Denniston Water Treatment Plant and that the Fact sheets will be an effective tool in communicating information about the District to the media, customers, and for use at public events.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no comments or requests from the Board members.

9) **ADJOURNMENT**

ON MOTION BY Director Mickelsen and seconded by Vice-President Donovan, the Board voted as follows, to adjourn the October 11, 2011 meeting of the Coastside County Water District's Board of Directors:

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

The meeting was adjourned at 8:03 p.m. The next regular meeting of the Board of Directors is scheduled for Tuesday, November 8, 2011.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the Board

Robert C. Feldman, President
Board of Directors