

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, November 12, 2013**

- 1) **ROLL CALL** -Present at roll call: President Ken Coverdell and Directors Chris Mickelsen and Bob Feldman. David Dickson, General Manager, Patrick Miyaki, Legal Counsel, and Alan Lily, Attorney, with Bartkiewicz, Kronick & Shanahan were also present. Vice-President Reynolds arrived to the meeting at 5:16 p.m.
  
- 2) **PUBLIC COMMENT** - There were no public comments.
  
- 3) **CLOSED SESSION**  
  
The Closed Session convened at 5:00 p.m.  
  
**A. Conference with Legal Counsel - Existing Litigation**  
Pursuant to California Government Code Section §54956.9(d)(1)  
Name of Case: State Water Resources Control Board, Division of Water Rights, Coastside County Water District Permit 15882 (Application 22680), Petition for Extension of Time
  
- 4) **RECONVENE TO OPEN SESSION** - The Board reconvened in open session at 6:53 p.m. and it was reported that in the closed session, the Board met with legal counsel regarding the matter listed on the agenda and no action was taken.
  
- 5) **ADJOURNMENT** - The Special Meeting was adjourned at 6:54 p.m.

Respectfully submitted,

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David R. Dickson, General Manager

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Ken Coverdell President  
Board of Directors

*COASTSIDE COUNTY WATER DISTRICT*

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**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**Tuesday, November 12, 2013**

- 1) **ROLL CALL:** President Ken Coverdell called the meeting to order at 7:01 p.m. Present at roll call: Directors Chris Mickelsen, Bob Feldman, and Vice-President Glenn Reynolds.

Also present were: David Dickson, General Manager; Joe Guistino, Superintendent of Operations; Patrick Miyaki, Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resources Analyst and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT:** President Coverdell extended his appreciation to all Veterans.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending October 31, 2013:  
Claims: \$622,020.02; Payroll: \$70,491.60; for a total of \$692,511.62
- B. Acceptance of Financial Reports
- C. Approval of Minutes of October 8, 2013 Regular Board of Directors Meeting
- D. Approval of Minutes of October 30, 2013 Special Board of Directors Meeting
- E. Monthly Water Transfer Report
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report - October, 2013
- I. October 2013 Leak Report
- J. Rainfall Reports
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for September 2013

- L. San Francisco Public Utilities Commission Hydrological Conditions Report for October 2013
- M. Notice of Completion – Denniston Reservoir Maintenance Dredging Project for Year 2013
- N. Acceptance of Subdivision Utility System – Half Moon Village Senior Housing Project Phase 1 – 801 Arnold Way, Half Moon Bay

Vice-President Reynolds reported that he had reviewed the monthly financial claims and found nothing he would question.

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

|                         |     |
|-------------------------|-----|
| Director Mickelsen      | Aye |
| Vice-President Reynolds | Aye |
| Director Feldman        | Aye |
| President Coverdell     | Aye |

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

There were no reports of meetings attended or Director comments.

**6) GENERAL BUSINESS**

**A. Contract with Balance Hydrologics for Denniston/San Vicente Stream Gaging, Groundwater Monitoring and Data Analysis**

Mr. Dickson reviewed the background and explained the importance of quantifying the amount of water available for diversion from Denniston and San Vicente Creeks in securing the District’s water rights on those streams. He informed the Board that the cost for the gaging, groundwater monitoring and data analysis is \$55,000 over fiscal years 2014 and 2015 and that the funds have been included in the Capital Improvement Program.

**ON MOTION BY Director Mickelsen and seconded by Vice-President Reynolds, the Board voted as follows, by roll call vote, to authorize staff to contract with Balance Hydrologics, Inc. for stream gaging, groundwater monitoring, data analysis, and modeling for the Denniston Creek and San Vicente Creek watersheds for an estimated time and materials cost of \$55,000:**

|                                |            |
|--------------------------------|------------|
| <b>Director Mickelsen</b>      | <b>Aye</b> |
| <b>Vice-President Reynolds</b> | <b>Aye</b> |
| <b>Director Feldman</b>        | <b>Aye</b> |
| <b>President Coverdell</b>     | <b>Aye</b> |

**B. Consideration of Process for Filling Vacancy on the Board of Directors**

Mr. Dickson stated that this item had been placed on the agenda to allow an opportunity for further discussion by the Board and possible direction to staff on the process of filling the current vacancy as a result of former Director Bryan Hannegan's resignation. He outlined staff's progress in posting the notice of vacancy and reported that six candidates had expressed a written interest in the vacant position as of the time of the Board meeting, with three additional candidates expressing their interest verbally to Mr. Dickson.

The Board began discussing details of the evaluation process to be conducted at the special Board meeting scheduled for Friday, November 22, 2013, with Mr. Miyaki providing some guidance regarding meeting protocol and compliance with the Brown Act. President Coverdell then assigned Director Mickelsen and Vice-President Reynolds to serve on a special advisory committee for the purpose of reviewing the evaluation and selection process and providing recommendations to the Board at the November 22, 2013 special Board meeting. Staff was provided with direction concerning noticing the meetings and the detailed information to provide to the candidates.

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

Referencing his staff report, Mr. Dickson called Cathleen Brennan to the podium to tell the Board about the Association of California Water Agencies (ACWA) outreach award that the District had recently received. Ms. Brennan explained about the District's participation in ACWA's outreach committee, highlighting the District's social media efforts.

**B. Water Resources Report**

Ms. Brennan updated the Board on the District's Pumpkin Festival Outreach efforts. She also informed the Board of some upcoming changes to the California Building Standards.

**A. Operations Report**

Mr. Guistino reviewed the monthly highlights, which included progress on the renovation of the El Granada Tank II, the recent dredging at Denniston and the completion of the San Benito Pipeline Project.

**8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

There were no requests for items for future Board meetings expressed by any of the Board members.

**9) ADJOURNMENT** - President Coverdell adjourned the meeting at 7:46 p.m. The next meeting of the Coastside County Water District's Board of Directors will be on Tuesday, December 10, 2013.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the District

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Ken Coverdell, President  
Board of Directors