

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, December 13, 2011**

- 1) **ROLL CALL** - President Bob Feldman called the meeting to order at 7:00 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, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; Gina Brazil, Office Manager and newly appointed Directors, Bryan Hannegan and Glenn Reynolds.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **SPECIAL ORDER OF BUSINESS**

- A. **Certificates from San Mateo County Chief Elections Officer and Administration of Oath of Office by Patrick Miyaki, District Counsel, to Newly Appointed Directors: Ken Coverdell, Bryan Hannegan and Glenn Reynolds**

District Legal Counsel, Patrick Miyaki, administered the Oath of Office to the three newly appointed Directors, Ken Coverdell, Bryan Hannegan, and Glenn Reynolds.

President Feldman congratulated the three newly appointed Directors and welcomed them to take their seats at the Board table.

**B. Election of Coastside County Water District Board President and Vice-President**

Vice-President Donovan then opened the nomination period for the election of the Board's officers. Director Coverdell nominated Vice-President Donovan to serve as Board President, which was seconded by Director Mickelsen. There were no further nominations for this position.

Director Reynolds nominated Director Coverdell as Vice-President. Director Coverdell respectfully declined and nominated Director Reynolds to serve as the Vice-President, which was seconded by Director Hannegan. There were no further nominations for this position.

**ON MOTION BY Director Hannegan and seconded by Director Coverdell, the Board voted unanimously for Director Donovan to serve as the President and Director Reynolds to serve as the Vice-President of the CCWD Board of Directors for the December 2011 to December 2012 term:**

Director Hannegan	Aye
Director Coverdell	Aye
Vice-President Reynolds	Aye
Director Mickelsen	Aye
President Donovan	Aye

**C. Resolution 2011-17 - A Resolution of the Board of Directors of the Coastside County Water District expressing its Gratitude to Bob Feldman for his Leadership and Dedicated Service**

President Donovan referenced the Resolution and summarized former President Feldman's multiple accomplishments during the past five years of service to the District and congratulated him on his dedication and leadership.

Mr. Feldman noted that District staff had been instrumental in achieving all of the mentioned accomplishments and that he appreciated the opportunity to work with the talented District staff and Board members. He noted that the District is doing well, is in good hands, and that he was optimistic that the two new Board members would be instrumental in keeping the positive momentum going and will contribute strongly to the future successes of the District and the community.

**ON MOTION BY Vice-President Reynolds and seconded by Director Hannegan, the Board voted as follows, by roll call vote, to adopt Resolution 2011-17, a Resolution of the Board of Directors of the Coastside County Water District expressing its Gratitude to Bob Feldman for his Five Years of Leadership and Dedicated Service:**

<b>Director Hannegan</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>President Donovan</b>	<b>Aye</b>

**C. Resolution 2011-18 - A Resolution of the Board of Directors of the Coastside County Water District expressing its Gratitude to Jim Larimer for his Leadership and Dedicated Service**

President Donovan read the Resolution, summarizing former Director Larimer's multiple accomplishments over the past ten years. He added that he was personally very appreciative of the excellent service that Mr. Larimer has provided to the District and the community.

**ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted as follows, by roll call vote, to adopt Resolution 2011-18, a Resolution of the Board of Directors of the Coastside County Water District expressing its Gratitude to Jim Larimer for his Ten Years of Leadership and Dedicated Service:**

<b>Director Hannegan</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>President Donovan</b>	<b>Aye</b>

Director Coverdell reported that Mr. Larimer was unable to attend this Board meeting, but that he had provided a statement that he had requested be read. His statement expressed appreciation to the community for electing him three times to serve on the CCWD Board to represent their interests, and to the staff. He noted that he regretted that he was not able to be in attendance to welcome and congratulate the new Board members, but wished them success in the years ahead.

**5) BRIEF RECESS FOR REFRESHMENTS**

President Donovan then briefly adjourned the meeting at 7:27 p.m. for a celebratory reception and refreshments. The meeting was reconvened at 7:43 p.m.

**6) CONSENT CALENDAR**

- A. Approval of disbursements for the month ending November 30, 2011: Claims: \$632,988.43; Payroll: \$ 76,748.99; for a total of \$709,737.42
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 8, 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. November 2011 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for October 2011
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for November 2011
- L. Notice of Completion –Pilarcitos Canyon Blending Station Power Project

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

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

<b>Director Hannegan</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>President Donovan</b>	<b>Aye</b>

7) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Coverdell reported on the results of the recent Bay Area Water Supply and Conservation Authority Board meeting and the Delta Rebuild Project meeting he attended in Sacramento.

8) **GENERAL BUSINESS**

A. **Award of Contract for Control Systems Programming, Software and Services for the Denniston Water Treatment Plant Improvements Project**

Mr. Dickson reviewed the background of this project, advising that the District, rather than the construction contractor, is responsible for providing certain programming of the plant's programmable logic controllers and of the operator interface systems. He reported that two experienced, well qualified firms, Calcon Systems and Tesco Controls, had submitted proposals. Mr. Dickson advised that both bids were substantially lower than the engineer's estimate of \$250,000 and that staff is recommending that the contract be awarded to Calcon, the lower bidder.

**ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell the Board voted as follows, by roll call vote, to authorize staff to execute a professional services agreement with Calcon Systems, Inc. for control systems programming, software, and services for the Denniston Creek Water Treatment Plant Improvements project for the lump-sum cost of \$82,330.00:**

Director Hannegan	Aye
Director Coverdell	Aye
Vice-President Reynolds	Aye
Director Mickelsen	Aye
President Donovan	Aye

B. **Approval of Change Order No. 1 to Anderson Pacific Contract for Denniston Creek Water Treatment Plant Improvements**

Mr. Dickson explained the nature of this proposed change order, explaining that the original project specifications allowed the use of up to 50% recycled material in the aggregate, but based on concerns about the

composition and long-term performance of the recycled aggregate, the design engineer and the geotechnical engineer are recommending that only virgin material be used on this project.

Mr. Dickson took this opportunity to advise the Board that staff anticipates proposing some suggestions for an amendment to the District's current procurement policy at the January Board of Directors meeting, which would allow staff to authorize smaller, time-critical change orders without having to wait for a Board meeting.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to authorize staff to execute Change Order Number 1 to the Anderson Pacific contract for the Denniston Creek Water Treatment Plant Improvements for the lump sum cost of \$20,000:**

Director Hannegan	Aye
Director Coverdell	Aye
Vice-President Reynolds	Aye
Director Mickelsen	Aye
President Donovan	Aye

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

Mr. Dickson commented that before he reviews the General Manager's report, he would like to return to the subject of the positive report of the financial statements, and recognize the staff, particularly Gina Brazil, for her efforts in keeping the District's financial records in order.

**1. Board Member Training Opportunity**

Mr. Dickson referenced the brochure offering the upcoming workshop provided by the California Special District's Association (CSDA), which will fulfill the ethics training requirements of AB1234, which all Directors must meet in the year 2012.

**2. Safety Program Awards**

Mr. Dickson stated that he was pleased to announce that the Association of California Water Agencies (ACWA) has recognized the success of the District's safety program, including achieving a low ratio of "paid claims and case reserves" to "deposit premiums" in the Liability Program and success in promoting safe workplace

behavior and improvement to existing operational practices. He also reported that ACWA had recognized the efforts of Treatment Plant Supervisor, Steve Twitchell, and Lead Treatment Plant Operator, Sean Donovan. Mr. Guistino then directed the Board's attention to the monitors, which displayed photographs of the award-winning lowering device mechanism to safely change light bulbs, an on-site generator (OSG) clean-in-place cart, and a safety ladder, grating, and removable guard for an escape point from the Nunes Water Treatment Plant designed by Mr. Donovan and Mr. Twitchell. Mr. Twitchell provided a brief description of the devices they designed, which will provide improvements to existing operational practices and enhance workplace safety.

**A. Operations Report**

Mr. Dickson reviewed details of the photographs illustrating the recent progress in the Denniston Improvements Project, followed by Mr. Guistino's presentation of photos of the El Granada Tank 1 Pump Station Piping and the Half Moon Bay Tank 1 Repair and Recoating Project. Mr. Guistino then answered a few questions from the Board about the current projects and referenced his monthly operations report. Additionally, Mr. Guistino recognized John Davis, Distribution Supervisor, and his crew for

their installation, pressure testing, and the disinfection of the pipelines for the booster station, noting that the crew has installed the temporary pump that will be used to pump water from Denniston Tank to Half Moon Bay and the Alves Tank.

Mr. Dickson advised that the monthly Water Resources report had been omitted this month, as Ms. Brennan was in attendance at an Automatic Meter Reading Seminar in Sacramento and would not be returning in time to attend the evening's Board meeting.

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

Director Coverdell recommended that the list of the District's advisory Committees be reviewed at the January 10, 2012 Board meeting. President Donovan advised that the assignments will be reviewed and appointments made at the January Board meeting. Director Coverdell also advised that he had been

invited to attend the Montara Water & Sanitary District (MWSD) Board meeting later that week for discussion regarding the emergency connection proposed between MWSD and CCWD.

**11) ADJOURNMENT**

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

<b>Director Hannegan</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>President Donovan</b>	<b>Aye</b>

The meeting was adjourned at 8:29 p.m. The next regular meeting of the Board of Directors is scheduled for Tuesday, January 10, 2012.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the Board

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Jerry C. Donovan, President  
Board of Directors