

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

April 13, 2004 - 7:30 p.m.

- 1) **ROLL CALL:** President Muller called the meeting to order at 7:30p.m. Present at roll call were Directors James Larimer, Everett Ascher, Ken Coverdell and Chris Mickelsen.

Also present were Ed Schmidt, General Manager; Anthony Condotti, Legal Counsel; Jim Teter, District Engineer; Elias Borba, Field Supervisor; JoAnne Whelen, Administrative Assistant/Recording Secretary, Gina Brazil, Office Manager and Glenna Lombardi, Project Coordinator.

- 2) **PLEDGE OF ALLEGIANCE:** Everyone stood for the Pledge of Allegiance.
- 3) **PUBLIC ANNOUNCEMENTS:** There were no announcements made by the public at this time however President Muller took the opportunity to make several comments, including expressing the Board's sympathy to the General Manager in the recent loss of his mother. He also acknowledged that Director Coverdell was recently named as the 2004 Farmer of the Year and offered congratulations for the award. President Muller also acknowledged the hard work that district staff has accomplished over the past two months, under some difficult conditions, including managing their normal daily workload, and all of the other recent additional project related work and expressed his appreciation to the district engineer, legal counsel and all fifteen members of the CCWD staff.
- 4) **SPECIAL ORDER OF BUSINESS - Recognition of Coastside County Water District Project Coordinator, Glenna Lombardi, in appreciation of her seventeen years of commitment to the success of the Coastside County Water District - Resolution 2004-03**

President Muller congratulated Glenna Lombardi on her recent retirement announcement and expressed his appreciation for her dedication and

commitment to the district. He then had the General Manager, Ed Schmidt, read and present the resolution recognizing Glenna's seventeen years of dedicated service to the Coastside County Water District.

Glenna presented a brief statement highlighting her career at the district and acknowledged and expressed her appreciation of the district staff. She was presented with an etched vase and a bouquet of flowers and each of the board members and the district engineer and attorney expressed their comments and appreciation.

ON MOTION by Director Ascher and seconded by Director Coverdell, the Board voted unanimously to accept the Resolution 2004-03 recognizing Glenna Lombardi's dedicated service to the Coastside County Water District.

5) **CONSENT CALENDAR**

- A. **Requesting the Board to review disbursements for the months**
 - (1) **ending February 29, 2004 - Claims: \$356,317.11, Payroll: \$45,961.00 for a total of \$402,278.11**
 - (2) **ending March 31, 2004 - Claims: \$308,170.73, Payroll: \$44,630.14 and \$352,800.87**
- B. **Acceptance of Financial Reports**
 - (1) **February 2004**
 - (2) **March 2004**
- C. **Minutes of the Meeting of February 10, 2004 of the Board of Directors**
- D. **Minutes of the Special Meeting of February 27, 2005 (Board Retreat)**
- E. **Monthly Water Transfer Approval Report**

ON MOTION by Director Coverdell and seconded by Director Mickelsen, the Board voted unanimously to accept the Consent Calendar in its' entirety.

6) **PUBLIC HEARING - Consideration of adoption of a Mitigated Negative Declaration for and approval of the Carter Hill West Pipeline Replacement Project**

President Muller opened the public hearing at 7:47 p.m., followed by a presentation by George Burwasser, Project Manager of EIP Associates and

his associate, Damien Ebert, Senior Biologist. Mr. Burwasser reviewed the comments received on the project and explained all of the revisions incorporated into the project's initial study. He proceeded with a detailed power point presentation on the biological reassessment of the Carter Hill West Pipeline Replacement Project followed by a brief presentation by Mr. Ebert, who explained a few of the project conditions, including a drainage swale, the jurisdictional determination of the wetland and riparian habitat and the trees affected by the project. Mr. Burwasser completed the presentation with a conclusion and his recommendations. The public hearing was closed at 8:19 p.m.

ON MOTION by Director Coverdell and seconded by Director Ascher, the Board voted by roll call vote, as follows, to approve Resolution 2004-04 - the Draft Mitigated Negative Declaration, establishing date and time for a public hearing and directing issuance of Notice of Intention to adopt Mitigated Negative Declaration for the Carter Hill West Pipeline Replacement Project:

Director Larimer	Aye
Director Ascher	Aye
Director Coverdell	Aye
Director Mickelsen	Aye
President Muller	Aye

7) REPORT OF THE GENERAL MANAGER

A. Discussion of plans and specifications and possible direction to staff to call for bids for the Casa Del Mar Pipeline Replacement Project and Phase 2 of the El Granada Transmission Pipeline Replacement Project

The General Manager reviewed the next steps and timetable involved in acquiring the necessary encroachment permits for the project to proceed. It was discussed, that once the encroachment permits are obtained, an addendum would be issued to the construction documents containing the permit information, which will prevent delays in obtaining the construction bids. President Muller expressed his appreciation to legal counsel for his guidance with the project related issues.

ON MOTION by Director Coverdell and seconded by Director Larimer, the Board voted by roll call vote on Resolution 2004-05 as follows for approving the plans and specifications and calling for bids for the Casa Del Mar Pipeline Replacement Project and Phase 2 El Granada Transmission Pipeline Replacement Project:

Director Larimer	Aye
Director Ascher	Aye
Director Coverdell	Aye
Director Mickelsen	Aye
President Muller	Aye

B. Status Report of current permitting activities for critical Non-Crystal Springs Capital Improvement Projects

The General Manager provided an update on the status of the following projects:

Avenue Balboa Pipeline Replacement Project, - the Mid Coast Community Council is to submit their comments and the San Mateo County Planning Division will make a decision on the project application by the end of April.

Filbert/Metzgar Pipeline Replacement Project - This project is scheduled to go before the City of Half Moon Bay Planning Commission sometime in May. President Muller requested that the General Manager keep the Board informed of the meeting date. Director Larimer stressed the importance that the property owners be made aware that this project will be a significant improvement to the quality and safety of their water supply. The General Manager suggested that once the City Planning Commission meeting is scheduled, that a flyer could be designed and distributed to the property owners in the neighborhood informing the customers of the potential hearing that will be taking place regarding the project.

Roosevelt/Alameda Pipeline Replacement Project - The General Manager reported that this project would be discussed later in the agenda under the Engineer's Report.

Water Sampling Stations Installation Project - The General Manager reported that this project would be discussed later in the agenda under the Engineer's Report.

C. **Adoption of Resolution 2004-06 Adopting a code of conduct for Coastside County Water District Board members and officials**

The General Manager provided a brief review of the background of this item. The attorney explained that some of the issues, listed in the district's current policies and procedures manual overlap with some of the provisions contained in this code of conduct. He advised the Board that the resolution was drafted to incorporate these items, including expense reimbursement and attendance of conferences and meetings, which is demonstrated in the resolution in red-line form. Legal counsel provided further background details and reviewed several of the provisions in more detail, in order to address questions from Director Larimer.

ON MOTION by Director Ascher, and seconded by Director Coverdell, the Board voted by roll call vote as follows to adopt Resolution 2004-06 to adopt a code of conduct for Coastside County Water District Board members and officials, subject to the incorporation of the corrections/revisions as discussed by the Board:

Director Larimer	Aye
Director Ascher	Aye
Director Coverdell	Aye
Director Mickelsen	Aye
President Muller	Aye

President Muller then briefly adjourned the meeting at 9:00 p.m., which reconvened at 9:07 p.m.

D. **Discussion and possible adoption of Resolution 2004- assuming administration of backflow prevention program and directing preparation of an ordinance providing for control and prevention of backflows and cross connections**

The General Manager briefly summarized the background of this item, explaining that the resolution was initiated at the recommendation of the California Department of Health Services (DHS) that the district take over the administration of the backflow prevention program, currently being managed by the County of San Mateo. The General Manager further explained how the program would be administered and what work would be involved in the program management.

Director Larimer expressed his desire to improve the situation but questioned the policing of the program without adding additional resources. He suggested that the district become more involved and responsible in the administering of the program but would like to see further analysis of costs and options presented to the Board. The General Manager explained that it would be a gradual program, involving the training of an employee who would work with the customers and community members, as well as the local plumbers. He further explained that one option would be to create a part-time position, possibly sharing expenses with other agencies, on a half-time basis, for an annual salary of approximately \$35,000. Another option, he explained, would be to take a present employee from the field, provide training, and have him/her fill this position part-time, however, this option would impact the current field crew staffing.

Director Larimer indicated that he liked the idea of out-sourcing the service and felt that the resolution could possibly limit that ability. He reiterated that he felt more analysis was necessary before the Board made a commitment to a course of action.

President Muller stated that he felt that it was important to show DHS that the district is researching a process. Director Larimer expressed that the process does not necessarily have to be administered in-house, but could provide for being more pro-active in the management of the process. He further expressed his confusion, after reading the model ordinance, in who would be responsible for paying for some of the equipment, services and yearly maintenance. He stated that the cost information should be clearly contained in the ordinance.

Director Ascher inquired about the number of back-flow prevention devices located within the district and the General Manager explained that with the current program administered by the County of San Mateo, the exact number is not known, but is estimated to be over 200. Director Ascher agreed with Director Larimer that some form of management of the program needs to be administered and closely monitored, but felt that it was important to get a better idea of the number of backflow prevention devices located within the district. Director Coverdell explained his personal experience with the program on an annual basis. He also expressed his concern that in the proposals he could not determine actual costs and felt that the district

could possibly continue to use the services from San Mateo County, however the district could take a more active role in making sure that customers connecting to our system, hire qualified contractors to perform code-quality installations. He stated that he believed that the problem is the lack of control of people who are doing things illegally to our system and sees no provision to address this problem in the information presented. He did not feel that another person in-house would address that problem.

President Muller stated that although it needs to be expressed to DHS that the district is moving forward on this issue, that it is a complicated matter and needs to be reviewed thoroughly, including determining the number of connections within the system. He expressed his belief in the importance of the program, but felt that with present staffing situations, which are a cause of concern, that this item requires further research. Director Larimer agreed that he felt that the Board is in favor of the program but needed a more concrete proposal, with the ability to understand how the program would work in more detail.

Director Ascher made a recommendation to table the proposed resolution and present it again at the May Board meeting, and refer the issue in the mean time to the finance committee for some budgetary input, so that more concrete information could be obtained and presented to the Board.

The Board voted unanimously to table this agenda item until more information could be gathered and provided at a subsequent Board meeting.

E. Discussion and direction to staff to change the class title and class specification of "Project Coordinator" to "Water Conservation Coordinator"

The General Manager discussed the many needs and importance of the water conservation program. He explained that Glenna Lombardi is willing to work part-time to continue administration of the following projects: the assessment district, which will soon be concluded, the transfer program, monitoring of the CSP connections, and other research projects, but there is a strong need for a dedicated Water Conservation Coordinator position. The Board indicated their support in changing the job class title and class specification.

F. Discussion and possible direction to staff to provide “out-of-class” pay for a CCWD employee who is performing additional duties

The General Manager strongly recommended to the Board that the particular employee be given a 10% out-of-class increase for the recent addition in responsibilities. Director Coverdell stated that due to the fact that his firm had performed some services for the employee, he needed to recuse himself from the item. President Muller expressed his support of the motion, as did Director Mickelsen.

The Board voted 4 - 0, as follows on to provide “out-of-class” pay for this employee:

Director Larimer	Aye
Director Ascher	Aye
Director Mickelsen	Aye
President Muller	Aye
Director Coverdell	Abstain

G. General Manager Activities

President Muller shared a few comments, including requesting Board support in preparing a letter to Pat Martel, formerly from San Francisco Public Utilities Commission (SFPUC), wishing her well. He also requested that the General Manager keep the Board informed on the progress/status of the current median work within the City of Half Moon Bay to make sure that the district cooperates and that public funds are managed properly.

H. Correspondence:

- (1) San Francisco Public Utilities Commission - Capital Improvement Program/Wholesale Customer Demand Projections Workshop # 4**
- (2) Letter from Half Moon Bay Fire Protection District dated March 29, 2004 regarding CCWD’s Chlorine Safety Program/Emergency Response Plan**
- (3) Memo from Anthony Condotti regarding Local Preferences for District Construction Projects dated April 5, 2004**

**(4) Letter from California Department of Health Services (DHS)
regarding annual inspection findings dated April 5, 2004.**

President Muller acknowledged the letter from the DHS, reading the second paragraph of the letter which stated: "The response of you and your staff to our Department's inspection findings have been nothing less than phenomenal. We challenged the District with many and varied items and issues to review, investigate, and correct and you have handled the tasks quickly and professionally".

8) Engineer's Report

A. Engineering Projects Received in March 2004

Mr. Teter addressed the Board and explained that there had been no new projects received during the months of February and March.

B. District Engineer Work Status Report

Mr. Teter indicated that this report was rather lengthy, but basically reported that all projects are on schedule.

C. Water Sampling Stations Installation Project - Resolution 2004-07 Approving Plan and Specifications Approving a Notice of Exemption from California Environmental Quality Act, and Calling for Bids for the Water Sampling Stations Installation Project

Mr. Teter summarized the purpose of this project and answered a few brief questions from the Board.

ON MOTION by Director Larimer, and seconded by Director Coverdell, the Board voted by roll call vote as follows, to adopt Resolution 2004-07 Approving Plan and Specifications Approving a Notice of Exemption from California Environmental Quality Act, and Calling for Bids for the Water Sampling Stations Installation Project:

Director Larimer	Aye
Director Ascher	Aye
Director Coverdell	Aye
Director Mickelsen	Aye
President Muller	Aye

D. Roosevelt/Alameda Pipeline Replacement Project – Resolution 2004-08 Approving Plans and Specification Approving a Notice of Exemption from California Environmental Quality Act, and Calling for Bids for the Roosevelt/Alameda Pipeline Replacement Project

The Engineer reviewed the details and purpose of this project. President Muller expressed his appreciation for the way that staff has worked with the City of Half Moon Bay on the coordination of this project.

ON MOTION by Director Ascher, and seconded by Director Larimer, the Board voted by roll call vote as follows, to adopt Resolution 2004-08 Approving Plan and Specifications Approving a Notice of Exemption from California Environmental Quality Act, and Calling for Bids for the Roosevelt/Alameda Pipeline Replacement Project:

Director Larimer	Aye
Director Ascher	Aye
Director Coverdell	Aye
Director Mickelsen	Aye
President Muller	Aye

E. Discussion, review and possible acceptance of Water Supply Evaluation Report for calendar year 2003

Mr. Teter reviewed some facts and figures in the report, indicating that the report contains no substantial changes from last year's report. Director Larimer expressed the importance and value of this report and suggested that some additional figures be added, including plotting a trend line on Table 5 to indicate the rate of growth and a plot of the per capita usage. President Muller expressed his appreciation for the time an effort expended in preparing this valuable report.

9. OPERATIONS REPORT

- A. Water Service Connections Installed, Priority and Non-Priority**
- B. Capital Improvement Program Progress**
- C. Water Sample Report, Local Production, Water Purchases, Leaks, etc.**

- D. **San Francisco Public Utilities Commission Hydrological Conditions Report for January 2003**
- E. **San Francisco Public Utilities Commission Hydrological Conditions Report for February 2004**

Field Supervisor Elias Borba answered a few questions from the Board regarding the recent pipeline leak on Highway 92.

Director Coverdell made a few comments about the San Francisco Utilities Commission Hydrological Conditions reports and referenced a newspaper article from the Saturday, March 20th, 2004 edition of the San Francisco Chronicle concerning the watersheds. Discussion ensued among the Board and staff regarding the current rainfall figures, and the importance of conservation measures.

10. MEETINGS ATTENDED / SCHEDULED - BOARD OF DIRECTORS

Director Mickelsen reported on recent BAWSCA meetings and activities and Director Ascher provided a detailed report on his attendance at the recent Special District Institute conference and the many new issues introduced and discussed at the seminar, as well as his attendance at the Progress Seminar sponsored by the San Mateo County Chamber of Commerce. President Muller provided a recap of his recent session with Pat Martel, formerly of the SFPUC. He also reported that he has been invited to be a speaker at the upcoming ACWA conference in Monterey on May 5-7, 2004. Additionally he reported that he has been invited to speak by the United States Environmental Protection Agency for a local government advisory committee in Kansas City in May.

11) AGENDA ITEMS AND DIRECTOR COMMENTS

There was no discussion or comments on this agenda item.

12) CLOSED SESSION

- A. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION - POSITIONS: General Manager, District Engineer**
- B. **PUBLIC EMPLOYEE APPOINTMENT/CONFERENCE WITH LABOR NEGOTIATOR - District's Designated Negotiator: General Manager - Position: Superintendent of Operations**

**C. CONFERENCE WITH LEGAL COUNSEL - EXISTING
LITIGATION (Cal. Government Code section 54956.9)
Amesport Landing Condominium Association v. Coastside
County Water District - SMSC Case No. CIV 435451**

The Board moved into Closed Session at 10:15 p.m.

13) ADJOURN

The Recording Secretary was not present for formal adjournment of the meeting, which took place following the Closed Session. The next meeting of the Board of Directors will take place on Tuesday, May 11, 2004 at 7:30 p.m.

Respectfully submitted,

Ed Schmidt, General Manager

Accepted and Approved:

John Muller, President