

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 9, 2007 - 7:00 p.m.

AGENDA

The Coastside County Water District does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet can be provided in a format to accommodate special needs. If you require a copy of the agenda or related materials in an alternative format to accommodate a disability, or if you wish to attend this public meeting and will require special assistance or other special equipment, please call the District at (650) 726-4405 in advance and we will make every reasonable attempt to provide such an accommodation.

The Board of the Coastside County Water District reserves the right to take action on any item included on this agenda.

- 1) ROLL CALL
- 2) PLEDGE OF ALLEGIANCE
- 3) PUBLIC ANNOUNCEMENTS

Any person may address the Board of Directors at the commencement of the meeting on any matter within the jurisdiction of the Board that is not on the agenda for this meeting. Any person may address the Board on an agenda item when that item is called. The chair requests that each person addressing the Board limits their presentation to three minutes and complete and submit a Speaker Slip.

- A. Introduction of new Coastside County Water District General Manager, David Dickson, effective October 15, 2007
([attachment](#))
- B. Public Announcements

4) CONSENT CALENDAR

The following matters before the Board of Directors are recommended for action as stated by the General Manager.

All matters listed hereunder constitute a Consent Calendar, are considered as routine by the Board of Directors, and will be acted upon by a single vote of the Board. There will be no separate discussion of these items unless a member of the Board so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- A. Requesting the Board to review disbursements for the month ending September 30, 2007 – Claims: \$752,159.22; Payroll: \$80,200.03 for a total of \$832,359.25 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Minutes of the September 11, 2007 Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report ([attachment](#))
- G. September 2007 Leak Report ([attachment](#))
- H. Rainfall Reports ([attachment](#))
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for September 2007 ([attachment](#))
- J. Engineering Projects Received for Review during September 2007 ([attachment](#))

5) PUBLIC OUTREACH/PROGRAM DEVELOPMENT/WATER RESOURCES ANALYST'S REPORT

- A. Monthly Water Resources Report ([attachment](#))
- B. Water Shortage & Drought Contingency Plan – Monthly Update Report ([attachment](#))
- C. Advisory Committee Reports ([attachment](#))
 - Meeting of the San Francisco Public Utilities Commission Policy Advisory and Future Water Resources Committee – (Directors Mickelsen & Feldman; Staff: Joe Guistino & Cathleen Brennan)
 - September 10, 2007 – Information item

6) SUPERINTENDENT OF OPERATION'S REPORT

- A. Superintendent of Operations Monthly Report ([attachment](#))
- B. Advisory Committee Reports ([attachment](#))
 - SFPUC Policy Advisory & Conservation Agency & Future Water Resources Committee – (Directors Feldman & Mickelsen; Staff: Joe Guistino & Cathleen Brennan)
 - September 19, 2007 - Pilarcitos Integrated Watershed Management Plan (IWMP) Workgroup Conference Telephone Call

7) DISTRICT ENGINEER'S REPORT

- A. Award of Contract for the Construction of Phase 3 of the El Granada Pipeline Replacement Project ([attachment](#))
- B. District Engineer Work Status Report ([attachment](#))

8) GENERAL BUSINESS

- A. Award of contract with National Meter & Automation, Inc. for the Automatic Meter Reading Pilot Program ([attachment](#))
- B. Discussion and possible authorization to staff to purchase new fleet vehicle ([attachment](#))
- C. Discussion and possible recommendation regarding updates to the CCWD Personnel Manual and possible recommendation regarding preparing a Request For Proposal (RFP) for a salary and benefit survey ([attachment](#))
- D. Discussion and direction to staff regarding CCWD Advisory Committees ([attachment](#))

9) AGENDA ITEMS / DIRECTOR COMMENTS / MEETINGS ATTENDED

10) ADJOURNMENT

APPENDICES

- **Advisory Committee Meetings**
 - Meeting of the San Francisco Public Utilities Commission Policy Advisory and Future Water Resources Committee
 - September 10, 2007- (*Agenda Item 5C*)
 - September 19, 2007 - (*Agenda Item 6B*)
 - Personnel Committee
 - October 1, 2007 - (*Agenda Item 8C*)

- **Superintendent of Operations/Acting General Manager Meetings**
 - Denniston Storage Tank Kickoff – September 6, 2007 – (*Agenda Item 6A*)
 - Operations & Maintenance Staff Meeting – September 11th and 25th
 - Safety Committee – September 11, 2007 – (*Agenda Item 6A*)
 - SFPUC Water Quality Meeting – September 12, 2007
 - LAFCO Municipal Service Review Meeting – September 13th and 26th and October 1, 2007
 - Meeting with David Dickson – September 14, 2007
 - All Employee Meeting – September 19, 2007 – (*Agenda Item 6A*)
 - Integrated Watershed Management Plan Workgroup Conference Call – September 19, 2007 – (*Agenda Item 6B*)
 - AMR Project Kickoff meeting with National Meter & Instrumentation Company – September 20, 2007 – (*Agenda Item 6A*)
 - Capital Improvement Program Status Review – September 25, 2007
 - CEQA Seminar – September 28, 2007 – (*Agenda Item 6A*)
 - Administrative Staff Meetings – Weekly – 9-17-07 through 10-01-07
 - California Department of Health Services Annual Inspection – October 4, 2007 – (*Agenda Item 6A*)

- **Public Outreach/Program Development/Water Resources Analyst's Meetings:**
 - Pilarcitos Integrated Watershed Management Plan Meeting – September 10, 2007 – (*Agenda Item 5C*)
 - Urban Drought Workshop – California Urban Water Conservation Council and the California Department of Water Resources – September 13, 2007 – (*Agenda Item 5B*)
 - Coastside Eco-Energy Expo and Solar Home Tour – September 15, 2007 – (*Agenda Item 5B*)
 - Pilarcitos Integrated Watershed Management Plan – September 19, 2007 – (*Agenda Item 5A*)

- San Francisco Public Utilities Commission (SFPUC)
Public Hearing – Environmental Review of the
SFPUC’s Water System Improvement Program –
Program Environmental Impact Report Draft –
September 19, 2007 – (*Agenda Item 5A*)
- Bay Area Water Supply & Conservation Agency
(BAWSCA) – Board of Directors Meeting – September
20, 2007 – (*Agenda Item 5A*)
- Bay Area Water Supply & Conservation Agency
(BAWSCA) – Technical Advisory Committee (TAC) –
October 4, 2007 – (*Agenda Item 5A*)

- **Director Meetings/Conferences Scheduled or Attended**
 - Director Ascher
 - Association of California Water Agencies
(ACWA) – Region 5 Meeting/Reception –
September 16-17, 2007 – Cambria, CA
 - LAFCO – Municipal Service Review Meeting
with District Staff Members – September 13, 2007
and October 1, 2007
 - ACWA 2007 Fall Conference & Exhibition –
November 27-30, 2007 – Indian Wells
 - Director Feldman
 - California Special District’s Association (CSDA)
38th Annual Conference – October 1-4, 2007 –
Monterey, CA