

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, January 8, 2013

- 1) **ROLL CALL:** President Ken Coverdell called the meeting to order at 7:03 p.m. Present at roll call: Director Chris Mickelsen, Vice-President Glenn Reynolds, Directors Bryan Hannegan and Bob Feldman.

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

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS:** There were no public announcements.

- 4) **BOARD COMMUNICATION**

❖ **State of the District Address**

Referencing his approximately twenty plus years of involvement with the Coastside County Water District, President Coverdell declared that he has never witnessed the District being in a better condition. He stated that he was very enthusiastic that the District was aggressively pursuing local water sources. He added that he felt the District could be extremely proud of the office and field staff and appreciated the employee's dedication and hard work. He stated that the District's water quality has continued to meet all of the needs and expectations of the authorities and added that he respects the fact that he is able to turn on the faucet and drink the District's water, which is safe, delicious, and abundant, and a tribute to the District and the staff. He also complimented and noted his trust and satisfaction with the District's Legal Counsel, and the District

Engineer. Next, President Coverdell distributed a list of suggested District Goals for 2013 that he had prepared. He reviewed each of the goals with the Board, clarifying that the list was for discussion purposes. He then reviewed each of the suggested goals.

Director Feldman commended President Coverdell for his State of the District address.

Director Hannegan stated that he welcomed the opportunity to discuss these proposed goals at the next Board meeting, and suggested the matter be placed on the February Board meeting agenda.

5) CONSENT CALENDAR

- A. Approval of disbursements for the month ending December 31, 2012: Claims: \$598,746.21; Payroll: \$75,090.95 for a total of \$673,837.16
- B. Acceptance of Financial Reports
- C. Approval of Minutes of December 11, 2012 Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report
- G. December 2012 Leak Report
- H. Rainfall Reports

Vice-President Reynolds reported that he had reviewed the monthly financial claims and would have additional comments under Agenda Item 9 – Director Agenda Items – Requests for Future Board Meetings.

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 Hannegan	Aye
Director Feldman	Aye
President Coverdell	Aye

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reports of Director meetings attended or Director comments.

7) **GENERAL BUSINESS**

A. **Approval of Contract with California CAD Solutions for Digital Mapping Services**

Mr. Dickson opened discussion of this item by providing some of the background and explained that staff has been working with California CAD Solutions (CalCAD) over the past two years to digitize the District's maps and to implement a geographic information system. He provided a demonstration of the information system, showing the Board the series of layers of information that is now available to the District, including the location of all of the District's pipelines, valves, hydrants, repairs and other valuable information. He advised the Board that the next step in the process will provide an easily accessible record of the precise location of all water meter(s) serving each parcel within the District. Mr. Dickson then addressed questions and comments from the Board.

ON MOTION BY Director Feldman and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to authorize staff to contract with California CAD Solutions for GPS location of the District's meters and associated digital mapping services in an amount not to exceed \$54,255.00:

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

B. **Mid-Year Financial Review:**

Mr. Dickson referenced the spread sheet provided, advising the Board that the mid-year review of the District's revenue and expenses versus the budget, indicates that the District's finances are essentially on target. He reviewed a few notable variances in the revenue and operating expense categories. He also explained the adjustments made with both the cash and accrual basis accounting and the anticipated billing adjustment associated with inaccurate readings from SFPUC's Cahill Ridge meter.

C. **Coastside County Water District Board Committees**

President Coverdell commented that it is typically the responsibility of the Board President to appoint or assign committee members. He inquired if any Directors had a desire to be re-assigned to any different committee assignments at this time. None of the Directors expressed an interest with respect to changing committee assignments. Brief discussion ensued among the Board about some of the specific responsibilities of the various committees. The role of the representative to the Local Agency Formation Commission (LAFCo) was briefly discussed and it was decided that staff would begin distributing the LAFCo meeting agendas to all Board members. President Coverdell concluded discussion of this agenda item by announcing that there would be no revisions to the current Board Committee assignment list.

8) **GENERAL MANAGER'S REPORT**

1.) **Stone Dam Pipeline Emergency Interim Replacement Project**

Mr. Dickson updated the Board on this project, and also advised that District staff had met earlier in the day with San Francisco Public Utilities Commission staff and began discussion regarding the eventual permanent replacement project.

2.) **Denniston Project Startup**

Next, Mr. Dickson announced that the project start up is scheduled for next Monday, January 14th, which would allow the controls contractor sufficient time to complete installation, programming and testing of the automated controls. Mr. Dickson also informed the Board that he was very impressed with the ability of the District's field staff to take on the responsibilities of operating this new water treatment facility. Mr. Dickson and Mr. Guistino answered a few questions about the treatment process and the Board requested updates on the project as it progresses.

A. **Operations Report**

Mr. Guistino highlighted a few current District projects, including the Stone Dam Temporary Pipeline, the Avenue Cabrillo Main Replacement Project and the Railroad Avenue Main Replacement Project. He also updated the Board on the National Pollution Discharge Elimination Survey General Permit, advising the Board that he plans to join the task force and will attend the scheduled workshops.

B. Water Resources Report

Ms. Brennan provided an update on the 2013 Water Year (October 1, 2012 through September 30, 2013), based on the first snowpack survey of the year performed by the California Department of Water Resources, reporting that the water content is above average (134%) for year to date.

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

President Coverdell announced that he would like to retire the District's gavel and gavel block and present them to Chris Mickelsen in honor of his outstanding work and leadership during the terms he served as the Board's President. President Coverdell, along with the Board, expressed their appreciation to Director Mickelsen and commended him for the excellent job he has performed over the years as the Board's President.

Director Hannegan reiterated that the Board would like to discuss the list of goals submitted by President Coverdell at the February Board meeting.

Vice-President Reynolds requested that the Board review both the goals and procedures involved with the Director's audit of the District's payables each month. He suggested that staff research the methods utilized by other districts and present options for the Board to review so that a standard procedure can be agreed upon and implemented. He added that this particular agenda item could be presented to the Board at some point within the next six months. Director Hannegan agreed that this was a good topic for the Board to discuss so that a policy could be established.

10) ADJOURNMENT

ON MOTION by Director Hannegan and seconded by Director Feldman, the Board voted as follows, to adjourn the January 8, 2013 meeting of the Coastside County Water District's Board of Directors:

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

The meeting was adjourned at 8:27 p.m. The next meeting of the Coastside County Water District's Board of Directors will be on Tuesday, February 12, 2013.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Ken Coverdell, President
Board of Directors