

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, April 10, 2018

- 1) **ROLL CALL** - President Robert Feldman called the meeting to order at 7:00 p.m. Present at roll call: Directors Chris Mickelsen, Arnie Glassberg, Glenn Reynolds and Vice-President Ken Coverdell.

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; James Derbin, Superintendent of Operations; Catherine Groves, 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** - There were no public comments.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending March 31, 2018:
Claims: \$930,558.93; Payroll: \$98,551.72 for a total of \$1,029,110.65
➤ *April Monthly Financial Claims reviewed and approved by Director Reynolds*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of March 13, 2018 Regular Board of Directors Meeting
- D. Monthly Water Service Connection Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Reports
- G. CCWD Monthly Sales by Category Report -March 2018
- H. Monthly Emergency Main and Service Repairs Report
- I. Monthly Rainfall Reports
- J. Notice of Completion - Denniston Drying Bed Paving Project
- K. Acceptance of Water System Improvements - Best Western Hotel

ON MOTION BY Director Glassberg and seconded by Director Reynolds, the Board voted by roll call vote to approve the Consent Calendar in its entirety:

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Reynolds shared the highlights from a recently attended WaterNow Alliance quarterly meeting. Director Mickelsen reported that he had attended a recent meeting of the Bay Area Water Supply and Conservation Agency.

6) **GENERAL BUSINESS**

A. **Resolution Amending the Coastside County Water District Personnel Manual**

Ms. Rogren introduced this agenda item, explaining that as the District's Backflow Prevention Program has significantly expanded in recent years requiring more staff resources, the District would like to recognize and incentivize staff who are willing to acquire certification as a Backflow Prevention Assembly Tester and Backflow/Cross Connection Control Program Specialist.

ON MOTION BY Director Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to adopt the Resolution Amending the Coastside County Water District's Personnel Manual:

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

B. **Quarterly Financial Review**

Ms. Rogren reviewed the Period Budget Analysis, summarizing the year to date revenue and the year to date expenses, emphasizing the \$778,000 above budget in revenue and the \$625,000 under plan in expenses.

C. **Fiscal Year 2018-2019 Budget Process Timeline**

Ms. Rogren briefly reviewed the Budget Process Timeline for the Board's information.

D. **Draft Fiscal Year 2018-2019 and Fiscal year 2019-2020 Operations Budgets, Draft Fiscal year 2018/2019 to 2027/2028 Capital Improvement Program (CIP), and Draft Fiscal Year 2018-2019 Financing Plan and Proposed Rate Increase Discussion**

Ms. Rogren reviewed recent revisions to the draft budget, including an increase in annual water sales and certain operating expenses changes. She advised the Board that staff has prepared two years of Operations Budgets, Fiscal Years 2018-2019 and 2019-2020 for the Board's review if the Board chooses to consider two years of rate increases. Ms. Rogren also reviewed the Fiscal Year 2018/2019 to 2027/2028 Capital Improvement Program.

Next, Ms. Rogren reviewed the Draft Financing Plan, using the financing model to demonstrate several revenue increase scenarios. Brief discussion ensued, with staff noting that the scheduled April 16, 2018 budget/rate study work session would provide further opportunity for additional discussion.

7) **MONTHLY INFORMATIONAL REPORTS**

A. **Assistant General Manager's Report**

Advanced Metering Infrastructure (AMI) - Ms. Rogren reported that Professional Meters, Inc. (PMI) has completed their portion of the AMI/meter installations, totaling 5,240 AMI/meter installations.

B. **Superintendent of Operations Report**

Mr. Derbin reviewed the monthly operations highlights, including the rebuilding of the electrical enclosure for Pilarcitos Well # 1, calibration of turbidimeters and lab benchtop instruments, the calibration of flowmeters at both water treatment plants and the treatment staff's recent attendance at a 2-day CA/NV AWWA Operator Symposium in Burlingame.

C. **Water Resources Report**

Ms. Brennan provided an informational report on the April 2, 2018 Snow Survey Results and shared an update on water conservation grant reimbursements.

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

There were no requests for future agenda items.

11) **ADJOURNMENT** - The meeting was adjourned at 8:13 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Robert Feldman, President
Board of Directors