

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, July 9, 2013

- 1) **ROLL CALL:** President Ken Coverdell called the meeting to order at 7:00 p.m. Present at roll call: Director Bob Feldman and Vice-President Glenn Reynolds. Director Hannegan arrived and joined the meeting at 7:03 p.m. Director Mickelsen was absent.

Also present were: David Dickson, General Manager, Joe Guistino, Superintendent of Operations, Julie Sherman, 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 June 30, 2013:
Claims: \$598,785.65; Payroll: \$71,873.06; for a total of \$670,658.71
➤ *June 2013 Monthly Financial Claims reviewed by Director Feldman*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 11, 2013 Regular 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 – June, 2013
- G. June 2013 Leak Report
- H. Rainfall Reports
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for June 2013

Director Feldman reported that he had reviewed the monthly financial claims and

found all to be in order. President Coverdell thanked staff for the additional information in identifying the Director responsible for reviewing the monthly claims and for the addition of the percentage completion data that he had requested be included on the monthly reports.

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reports of Director meetings attended or comments.

6) GENERAL BUSINESS

A. Consider approval of Resolution 2013-06 Establishing Appropriations Limit Applicable to District during Fiscal Year 2013-2014

Mr. Dickson explained that the appropriations limit is the maximum amount of tax proceeds that the District can appropriate during the fiscal year. He also explained that because the appropriations limit is far in excess of the amount of "proceeds of taxes" available to the District, the increase will not have any effect upon the District's budget this year or in the foreseeable future. Ms. Sherman elaborated on the Gann Initiative and the factors used to calculate the appropriations limits and answered a few questions from the Board.

ON MOTION BY Director Hannegan and seconded by Vice-President Reynolds, the Board voted as follows, to adopt Resolution 2013-06 establishing appropriations limit applicable to District during Fiscal Year 2013-2014:

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

B. Approval of Additional Water Treatment Position

Mr. Dickson noted that this additional Water Treatment Position had been discussed with the District's Human Resources (HR) Committee a couple of months ago. He explained how the position relates to the upgraded Denniston Water Treatment Plant, now back in operation, and that the CDM study performed in 2006 also concluded that the District was understaffed in the treatment division. Mr. Dickson outlined the treatment staff duties and responsibilities, referenced the District's Organization Chart, and proposed to increase treatment plant staffing by adding one dedicated Treatment/Distribution Operator position. He also noted that the additional operating expense associated with this new position has already been included in the District's financing plan, and is covered by the Fiscal Year 2013-2014 rate increase.

Director Hannegan commented that he and Director Mickelsen had reviewed the District's staffing needs at the last HR Committee meeting and agreed that this position is necessary. Director Feldman and Vice-President Reynolds also expressed their support of the additional position.

ON MOTION BY Vice-President Reynolds and seconded by Director Hannegan, the Board voted as follows to authorize staff to create and fill one additional Water Treatment Operator position:

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

C. California Special Districts Association (CSDA) - 2013 Board Election Region 3, Seat B

Mr. Dickson introduced this agenda item and explained that as a member of CSDA, the District's Board of Directors has the opportunity to participate in the CSDA Board elections process by casting a vote for one of the candidates seeking to represent Region 3. Brief discussion ensued, with Director Feldman commenting that he felt Ms. Sterrett's credentials were very impressive and that the other two candidates had not submitted a candidate statement and suggested the Board continue to support Sherry Sterrett.

ON MOTION BY Director Feldman and seconded by President Coverdell, the Board voted as follows, to vote for Sherry M. Sterrett to serve on the Seat B, Region 3, CSDA Board of Directors for the 2013 Election:

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

D. Ordinance Modifying Section W of the District's General Regulations Regarding Water Service Pertaining to the Control of Backflow and Cross-Connection

Mr. Dickson informed the Board that Mr. Guistino and District staff, with the assistance of District Counsel Patrick Miyaki, have been working together for quite some time in drafting this ordinance. Mr. Guistino reviewed the background of the Backflow Program since the District took over the responsibility from San Mateo County in 2005. He recapped details of Resolution 2004-15, adopted in August of 2004, and explained that the revised regulations contained in this new ordinance require all non-residential services and residential services with alternate water sources to have a backflow assembly installed by January 2015. He also stated that the new ordinance has been modeled after similar ordinances enacted by other municipalities and water districts in California and Nevada and its simplicity makes backflow requirements easier to understand and less subject to challenge. Discussion ensued, with the Directors sharing their comments and Mr. Dickson and Mr. Guistino answering the Board's questions about the proposed modifications to the program.

MOTION PROPOSED BY Director Hannegan and seconded by Vice-President Reynolds, to adopt staff's recommendation to conduct a public hearing on August 13, 2013 on the proposed ordinance, providing that, in addition to publishing the proposed ordinance in the Half Moon Bay Review before the public hearing, the District also send a letter to all of the businesses in the District's service area, notifying them of the public hearing regarding the proposed ordinance and its implications, furthermore, consideration be given to publishing some type of opinion piece in the Half Moon Bay Review to assist District customers in understanding the ordinance.

Discussion ensued, including the possibility of conducting a special meeting to address the public hearing. Mr. Dickson also summarized his understanding of the direction to staff, which included notification of all of the affected District's non-

residential customers and multi-family property owners of the August 13, 2013 public hearing, and also to eventually provide some backflow program outreach services to residential customers, although not on the critical path of the public hearing. At this point in the meeting, Director Hannegan withdrew his original motion and restated it as follows:

ON MOTION BY Director Hannegan and seconded by Vice-President Reynolds, the Board voted, as follows, to approve the scheduling of the public hearing on August 13, 2013 regarding the proposed ordinance modifying Section W of the District's General Regulations Regarding Water Service Pertaining to the Control of Backflow and Cross-Connections, subject to notifying all of the affected customers of the ordinance and implications and provide substantial related outreach prior to the August 13, 2013 public hearing:

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

7) GENERAL MANAGER'S REPORT - INCLUDING MONTHLY INFORMATIONAL REPORTS

Mr. Dickson noted that he did not have anything to report, and referred the Board to the Superintendent's Operations Report.

A. Operations Report

Mr. Guistino shared some monthly highlights, including the successful site visit from the sanitary engineer with the California Department of Public Health (DPH), and the new coagulant approved for use by the DPH.

President Coverdell commended staff for the completion and the successful operation of the Denniston Water Treatment Plant, adding that it was an amazing accomplishment and tribute to the District's staff.

B. Water Resources Report

Ms. Brennan reported on the District's recently distributed Consumer Confidence Report and informed the Board of the District's participation in the Environmental Protection Agency's WaterSense program.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests from the Board for future board meeting agenda items. However, President Coverdell shared that he had recently enjoyed the opportunity to visit the Calaveras Dam and witness the progress of the construction project.

9) ADJOURNMENT

President Coverdell adjourned the meeting at 8:30 p.m. The next meeting of the Coastside County Water District's Board of Directors will be on Tuesday, August 13, 2013.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Ken Coverdell, President
Board of Directors