

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, August 11, 2015

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

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; Mary Rogren, Assistant General Manager; Joe Guistino, Superintendent of Operations; 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 July 31, 2015:
Claims: \$931,447.83; Payroll: \$132,942.62 for a total of \$1,064,390.45
➤ *July 2015 Monthly Financial Claims reviewed & approved by President Mickelsen*
- B. Acceptance of Financial Reports
- C. Monthly Water Transfer Report
- D. Approval of Minutes of July 14, 2015 Regular Board of Directors Meeting
- E. Approval of Minutes of July 27, 2015 Special Board of Directors Meeting
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report - July 2015
- I. July 2015 Leak Report
- J. Rainfall Reports

Director Coverdell inquired about the apparent trend in lower water sales, and what the overall affect may be on the District's capital improvement projects. Ms. Rogren responded that this is only the first month of the new fiscal year, but indicated that the District will need to keep a close watch on the trends to determine if accessing the District's reserves will be necessary. Mr. Dickson added that from the very first budget presentation, potential risks in the projections have been discussed and the District has developed some options if revenue is not what is expected, including delaying some capital improvement spending. He also advised that the District is currently completing an application for a 5.8 million dollar I-Bank loan, which will allow to debt-fund the highest priority capital projects and that other projects can be deferred without sacrificing the District's goals or level of service.

Vice-President Glassberg commented on the substantial drop in residential sales and questioned the rise in commercial water consumption. Ms. Rogren explained that this was due in part because many of the District's large users had been transitioned recently into a monthly billing cycle from the previous bi-monthly cycle. Mr. Dickson added that the figures can also vary month to month depending on the timing of the monthly meter reading.

It was noted that President Mickelsen had reviewed and approved the monthly financial claims.

ON MOTION BY Director Coverdell and seconded by Director Flint, the Board voted as follows, by roll call vote, to accept and approve the Consent Calendar in its entirety:

President Mickelsen	Absent
Director Coverdell	Aye
Director Flint	Aye
Vice-President Glassberg	Aye
Director Reynolds	Absent

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell reported on the recent Recycled Water Committee meeting. He noted that representatives were in attendance from Montara Water & Sanitary District, the Granada Community Services District, the Sewer Authority Mid-Coastside, and Ocean Colony Partners.

6) GENERAL BUSINESS

A. West Yost Associates Proposal for Assistance with District's 2015-Urban Water Management Plan

Ms. Brennan introduced this item and provided a brief background of the requirements and deadlines of the Urban Water Management Plan (UWMP). She noted that West Yost Associates had done an excellent job in preparing the District's 2010 UWMP and stated that their expertise and resources will greatly benefit staff's efforts in publishing the 2015 UWMP to meet all of the requirements of the Urban Water Management Planning Act. She then introduced Gerry Nakano, P.E., Vice President, from West Yost Associates, who assisted her in answering a few questions from the Board.

ON MOTION BY Director Coverdell and seconded by Director Flint, the Board voted by roll call vote, to authorize the General Manager to execute a contract with West Yost Associates for assistance with preparation of the District's 2015 Urban Water Management Plan, for a time-and-materials cost not to exceed \$51,600:

President Mickelsen	Absent
Director Coverdell	Aye
Director Flint	Aye
Vice-President Glassberg	Aye
Director Reynolds	Absent

B. Contract with Calcon Systems for Instrumentation and Controls Work

Mr. Dickson reviewed the background of this matter, reminding the Board that they had waived the requirement to solicit competitive bids for instrumentation and controls work in 2013. He summarized that the previously approved \$250,000 budget for Calcon's work has now been expended, and there are a number of additional projects to be performed, as referenced in the proposal from Calcon. He emphasized the benefits of having Calcon continue to work on these projects, including Calcon's depth of experience with the District, and answered a few questions from the Board.

ON MOTION BY Director Coverdell and seconded by Director Flint, the Board voted by roll call vote, to waive the requirement in Resolution 2012-01 to solicit competitive bids and authorize the General Manager to extend the current time-and-materials agreement with Calcon Systems for instrumentation and controls work, in an amount not to exceed \$250,000:

President Mickelsen	Absent
Director Coverdell	Aye
Director Flint	Aye
Vice-President Glassberg	Aye
Director Reynolds	Absent

7) **GENERAL MANAGER'S REPORT AND MONTHLY INFORMATIONAL REPORTS**

Mr. Dickson reminded the Board that he would not be present at the September Board meeting, as he would be on vacation from September 1st, and returning on September 28th and that Assistant General Manager, Mary Rogren, will be presiding over the staff's role at the September 8th CCWD Board Meeting.

A. **Operations Report** - Mr. Guistino reviewed highlights from his monthly report, including the current Roosevelt/Washington Street Valve Bolt Replacement Project and a summary of the recent well inspections.

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

Director Coverdell noted that the three incumbent Directors whose terms are expiring, Arnie Glassberg, Glenn Reynolds, and Ken Coverdell, would be certified in lieu of election, as no other candidates signed up to run for their seats by the August 7 deadline.

9) **ADJOURNMENT** - The meeting was adjourned at 7:54 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Arnie Glassberg, Vice-President
Board of Directors