

COASTSIDE COUNTY WATER DISTRICT

BOARD OF DIRECTORS MEETING

**CONDUCTED AT THE
CABRILLO UNIFIED SCHOOL DISTRICT
498 KELLY AVENUE, HALF MOON BAY, CA 94019**

MINUTES OF THE TUESDAY, AUGUST 12, 2014 BOARD OF DIRECTORS MEETING

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

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; 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, 2014:
Claims: \$869,749.85; Payroll: \$76,670.48 for a total of \$946,420.33
➤ *July 2014 Monthly Financial Claims reviewed by Director Flint*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of July 8, 2014 Special Board of Directors Meeting
- D. Approval of Minutes of July 8, 2014 Regular Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - July 2014
- H. July 2014 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for June, 2014
- K. Notice of Completion - El Granada Tank No. 2 Recoating Project
- L. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year 2013-2014

Director Flint reported that he had reviewed the financial claims for the month of July, 2014 and found all to be in order.

Mr. Dickson referenced Consent Calendar item number 4L – Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year 2013-2014 and commented that the bad debt to be written off for this Fiscal Year is approximately one half of the amount that is typically written off and he recognized the diligent efforts of Deborah Barrella to collect payments from customers who have closed their accounts and moved away without paying their final closing bills. President Reynolds requested that Mr. Dickson personally express his and the entire Board’s appreciation to Ms. Barrella on her exceptional work.

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell thanked the Board for appointing him to serve as the District’s representative to the Recycled Water Committee in his absence at the July 8, 2014 CCWD Board of Directors meeting. He also shared that he felt it would be an important accomplishment to enter into an agreement with SAM, which would help to move forward with clear roles and goals for the committee.

President Reynolds reported on his attendance at a recent CA-NV American Water Works Association event and highlighted some of the conference drought preparation discussion.

6) GENERAL BUSINESS

A. Proposed AT&T Cell Site at Hazen’s Tank

Mr. Dickson explained that following the withdrawal of their proposal to locate a cell tower at the District’s El Granada Tank # 1 site due to neighborhood opposition, AT&T has continued to search for suitable sites to improve cell phone coverage on the coastside. He noted that from that

experience, the District has determined that it would be beneficial to provide ample notice to make the public aware of any future proposed cell tower sites within the District. Mr. Dickson then introduced cell site leasing consultant Aaron Levinson, and representatives for AT&T, Angela D'Anna, Misako Hill and Stephn Nelson. Ms. Hill made a brief presentation about the proposed project and answered questions from the Board members. Mr. Dickson advised that this project is in the planning stages, with no action required by the Board at this time, and that after the terms of a lease agreement have been negotiated, this proposed project would be placed on a future Board meeting agenda for the Board's approval.

B. Award of Contract - Phase 3a - Avenue Cabrillo Pipeline Replacement Project

Mr. Guistino provided the background of the Avenue Cabrillo Pipeline Replacement Project and explained the nature of the Phase 3a portion of the pipeline replacement. He reviewed the bid status, reporting that the low bid was received from Andreini Brothers, Inc.

ON MOTION BY Director Coverdell and seconded by Director Flint, the Board voted as follows, by roll call vote, to authorize the General Manager to contract with Andreini Bros., Inc. for the Phase 3a Avenue Cabrillo Pipeline Replacement Project at a lump-sum cost of \$310,540:

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

C. Approval of CEQA Notice of Exemption for Hazen's Tank Replacement Project

Referencing the June 10, 2014 CCWD Board meeting at which time the Board approved a design contract with SRT Consultants; Mr. Dickson explained the need for a Notice of Exemption for the Hazen's Tank Replacement Project. A change to the 50,000 gallon tank size referenced in the Notice of Exemption was made to reflect the correct tank size of 75,000 gallons .

ON MOTION BY President Reynolds and seconded by Director Coverdell, the Board voted as follows, by roll call vote, to approve the Notice of Exemption for the Hazen’s Tank Replacement Project:

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

D. Approval of Agreement with Tyler Technologies for Utility Billing Software

Mr. Dickson introduced this item, reiterating staff’s frustration over the past several years with the District’s Springbrook utility billing software. He listed staff’s many concerns with Springbrook and advised that staff has been contacting other water districts inquiring about their utility billing software and has learned that many cities and districts, including North Coast County Water District (NCCWD), are using Tyler Technologies, one of the leaders in this specialized niche. He shared details of staff’s visit to NCCWD to learn about Tyler’s software and support as well as the Tyler representatives two-day visit to the District in October of 2013 to access the District’s needs, demonstrate the software and answer staff’s questions. Mr. Dickson also explained that changing the utility billing system will require a substantial dedication of staff effort over a period of approximately nine months, and outlined the many expected benefits that staff is anticipating with this new utility billing system from Tyler Technologies. Mr. Dickson then answered a few questions from the Board members.

ON MOTION BY President Reynolds and seconded by Vice-President Mickelsen, the Board voted as follows to authorize the General Manager to execute an agreement with Tyler Technologies for implementation and support of a new utility billing software system, at a cost not to exceed \$150,000:

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

E. Stage 2 - Water Shortage Emergency Warning

Ms. Brennan introduced this item and explained that as conditions continue to worsen in California, during the third consecutive year of drought, the State Water Resources Control Board (SWRCB) has adopted emergency drought water conservation regulations mandating water suppliers to take specific actions. She also explained the two separate motions necessary for the District to meet and implement all requirements and actions to impose mandatory restrictions on outdoor irrigation of ornamental landscapes or turf with potable water.

ON MOTION BY Director Coverdell and seconded by Director Flint, the Board voted as follows, by roll call vote, to adopt Resolution 2014-06 implementing Stage 2 - Water Shortage Emergency Warning of the District's Water Shortage Contingency Plan:

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

Next Ms. Brennan elaborated on the related proposed ordinance, explaining that by adopting Ordinance 2014-02, the Board establishes mandatory water use restrictions and prohibitions and enforcement. She reviewed details of Section 4, which specifically addresses mandatory restrictions on outdoor irrigation of ornamental landscapes or turf with potable water by prohibiting outdoor irrigation between 8:00 a.m. and 5:00 p.m. in order to limit evaporation. Mr. Miyaki also offered some background clarification on the SWRCB regulations and Ms. Brennan answered some questions from the Board and outlined the District's outreach plans to inform and educate the customers on these new regulations. Director Glassberg expressed an interest in staff further exploring options regarding the current list of exempted categories and eventually eliminating some of those exempted categories after further research can be conducted.

ON MOTION BY Director Coverdell and seconded by Vice-President Mickelsen, the Board voted as follows, by roll call vote, to adopt Ordinance 2014-02 Establishing Mandatory Water Use Restrictions Under Stage 2 - Water Shortage Emergency Warning of the District's Water Shortage Contingency Plan:

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

Mr. Dickson expressed his thanks to Ms. Brennan and Mr. Miyaki for their hard work in preparing the resolution and ordinance in such a short period of time.

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

SFPUC Drought Conditions Update - Mr. Dickson relayed the current message from SFPUC which implied that the SFPUC's water supply picture is "looking better all of the time". He advised that he did anticipate a transition to mandatory rationing until at least the end of the year, providing several months to determine what the next phase may be.

Administration Building Remodeling Project Status - Mr. Dickson updated the Board on the progress to date, advising that the staff is continuing to work with the identified contractor, Teamwrkx to resolve details related to lighting, electrical, and mechanical systems and to find subcontractors capable of meeting the District's requirements. He advised that work is expected to begin in early September, with work concluding in approximately eight weeks and in the meantime, staff is able to conduct the District's operations adequately in the temporary quarters.

Operations Report

Mr. Guistino reviewed the highlights from his monthly report, including the planned repairs to the Denniston Spillway.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future Board meetings expressed.

9) ADJOURNMENT - The meeting was adjourned at 8:53p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Glenn Reynolds, President
Board of Directors