

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE REGULAR TUESDAY, NOVEMBER 13, 2018**  
**AND THE ADJOURNED OCTOBER 9, 2018 REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS**  
**(Adjourned due to a lack of quorum)**

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

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; James Derbin, 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.

President Feldman took this opportunity to point out that the format of this agenda is slightly different than is typical, due to the need to include business items that were not addressed at the scheduled October 9, 2018 Board of Directors meeting, due to the lack of a quorum.

President Feldman also expressed his heartfelt sympathy to the recent victims of the California wildfires.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending September 30, 2018:  
Claims: \$1,063,785.24; Payroll: \$105,906.79 for a total of \$1,169,692.03  
➤ *September Monthly Financial Claims reviewed and approved by President Feldman*
- B. Approval of disbursements for the month ending October 31, 2018:  
Claims: \$812,625.27; Payroll: \$106,322.13 for a total of \$918,947.40  
➤ *October Monthly Financial Claims reviewed and approved by Director Glassberg*
- C. Acceptance of Financial Reports (September and October)
- D. Approval of Minutes of September 11, 2018 Regular Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report (September & October)
- F. Total CCWD Production Reports (September and October)
- G. CCWD Monthly Sales by Category Report (September and October)

- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report (September and October)
- I. Monthly Rainfall Reports (September and October)
- J. SFPUC Hydrological Reports – August and September, 2018
- K. Notice of Completion – 2-inch Pipeline Downtown Pipeline Replacement Project
- L. Notice of Completion – Denniston Reservoir Maintenance Dredging Project - 2018

**ON MOTION BY Vice-President Coverdell and seconded by Director Reynolds, the Board voted by roll call vote to approve the Consent Calendar in its entirety:**

<b>Vice-President Coverdell</b>	<b>Aye</b>
<b>Director Glassberg</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Absent</b>
<b>Director Reynolds</b>	<b>Aye</b>
<b>President Feldman</b>	<b>Aye</b>

Director Glassberg had questions with respect to the Monthly Budget Reports, the Monthly Investment Report and the District’s Monthly Production Reports which were addressed by Ms. Rogren and Mr. Dickson; a few necessary corrections to the Production Reports were noted.

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

Vice-President Coverdell distributed a copy of the Spring 2018 edition of La Peninsula, a Journal of the San Mateo County Historical Association, featuring an article about Water for San Francisco to the Directors and staff. He then reported on his recent attendance at the Fall Salmon Run event provided by the Tuolumne River Trust.

Director Reynolds reported that he had attended the CA-NV AWWA conference recently in Palm Springs.

Director Feldman noted that he and Director Reynolds had recently met as the District’s Facilities Committee to review the progress of the District’s Capital Improvement Program.

**6) GENERAL BUSINESS**

**A. Construction of Highway One South 2-Inch Main Emergency Replacement**

Mr. Dickson summarized the background of this matter and explained the urgency requiring that this project be constructed immediately in the best interests of the District. He outlined some of the provisions regarding waiving the competitive bidding requirements of Resolution 2016-09 and advised that the District had retained the services of Andreini Brothers to replace the 3,300 feet of 2-inch galvanized water main for a total not to exceed \$325,000, and that work is now near completion.

**B. Agreement with Pakpour Consulting Group to Provide Plans and Specifications for the Alves Tank Improvements**

Mr. Dickson reviewed the background of the District's 2-million-gallon Alves Water Tank, including the current condition and the recoating and repairs now required, as well as the retrofitting strategies for earthquake damage prevention. He referenced the Structural and Retrofit Strategy Report prepared by Cornerstone Structural Engineering Group, noting that the conclusion of that report states that the tank, in its unmodified condition, would be severely damaged with a possible loss of contents in a seismic event, adding that some alternatives had been provided for bringing the tank within seismic requirements. He reviewed staff's recommendation of Option # 1 and of entering into a Professional Services Agreement with Pakpour Consulting Group, Inc. to prepare plans and specifications for the Alves Tank Improvements at a time-and-materials cost not to exceed \$69,886.

Brief discussion ensued among the Board members, with President Feldman reporting that this project had been reviewed and discussed recently with members of the District's Facilities Committee.

**ON MOTION BY Vice-President Coverdell and seconded by Director Glassberg, the Board voted by roll call vote to authorize the General Manager to enter into a Professional Services Agreement with Pakpour Consulting Group, Inc:**

<b>Vice-President Coverdell</b>	<b>Aye</b>
<b>Director Glassberg</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Absent</b>
<b>Director Reynolds</b>	<b>Aye</b>
<b>President Feldman</b>	<b>Aye</b>

**C. Approval to Purchase PAX Water Technologies Tank Mixers**

Mr. Derbin explained a recent Trihalomethanes (THMs) reduction study report for the District based on past sample results and modeling water age through the distribution system. He noted that PAX Water Technologies recommended a three-pronged approach with tank mixing, aeration, and active venting of the tanks. He reported that staff is confident that tank mixing will reduce the formation of post treatment THMs right after the water is produced at the Denniston and Nunes Water Treatment Plants by roughly 8-10%.

**ON MOTION BY Director Glassberg and seconded by Director Reynolds, the Board voted by roll call vote to waive the requirements in Resolution 2016-09 to obtain sealed competitive bids for the purchase of equipment and supplies exceeding \$30,000 and authorize staff to purchase 4 PAX Water Technologies tank mixers to reduce the level of regulated Trihalomethanes (THMs) in the water distribution system at a cost of \$110,000:**

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

**D. Resolution Adopting a Surplus Property Policy for the Coastside County Water District**

Ms. Rogren explained the components of this policy which provides methods for disposition of surplus equipment, allowing the General Manger to dispose of surplus equipment, other than real property, with a net book value of less than \$15,000 that is no longer needed or useable by the District.

**ON MOTION BY Vice-President Coverdell and seconded by Director Reynolds, the Board voted by roll call vote to approve Resolution 2018-10, A Resolution of the Board of Directors of the Coastside County Water District Adopting the Coastside County Water District Surplus Property Policy:**

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

**E. Quarterly Financial Review**

Utilizing the Period Budget Analysis, Ms. Rogren summarized the year to date revenue and expenses for the first three months of Fiscal year 2018-2019 indicating revenue \$301,000 above budget, expenses \$195,000 over budget, and year-to-date loan payments \$50,000 under budget.

**7) MONTHLY INFORMATIONAL REPORTS**

**A. Assistant General Manager**

Ms. Rogren reported on the progress in launching the WaterSmart web portal to all District customers, including the outreach methods utilized to promote the program. She stated that WaterSmart has been very well received by District customers.

**B. Superintendent of Operations**

Mr. Derbin reviewed Operations monthly highlights for the months of October and November.

**C. Water Resources**

Ms. Brennan advised that the District had received notification that the California Department of Water Resources determined that the Submitted 2017 (fiscal year) validated water loss audit report met the requirements of the California Water Code. She reported that the District had electronically submitted the 2018 (fiscal year) water audit report, using Water Systems Optimization to validate the audit, through a subscription with the Bay Area Water Conservation Agency (BAWSCA). Ms. Brennan also informed the Board that the District had received a certificate of appreciation for the partnership with the EPA WaterSense Program, which promotes the installation of water efficient fixtures.

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

There were no requests for future Board meeting agenda items from the Directors.

**9) ADJOURNMENT - The meeting was adjourned at 8:15 p.m.**

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary to the District

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Robert C. Feldman, President  
Board of Directors