

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, December 13, 2016

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

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; Joe Guistino, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT**

Melodie Madsen - 281 Capistrano Road, Princeton - Ms. Madsen stated that she was representing Barbara's Fishtrap Restaurant and was following up to her visit at the November 8, 2016 CCWD Board meeting to report that the restaurant is still experiencing low water volume and she is waiting for a resolution to the problem.

Brief discussion ensued and Vice-President Reynolds agreed to visit the site the following day to assess the situation, then coordinate with the General Manager in reporting any observations back to the Board..

James Boyle - 170 Avenue Portola, El Granada - stated that approximately six years ago he purchased some property on Coronado Avenue in Miramar and was able to combine it with another lot, which qualified for a 3/4" priority water connection, which he purchased. He explained that as he developed the property and built a house, it was discovered that the residence only required a 5/8" connection, which is what was actually installed. Mr. Boyle added that he is asking for a refund for the difference in the down-sized connection from what was originally purchased but has learned that the District does not have a policy to address providing a refund. Mr. Boyle went on to suggest that he be allowed to transfer and utilize the remainder of the originally purchased connection on a lot that is adjacent to his current residence located on Avenue Portola in El Granada.

Mr. Dickson stated that opportunities for the transfer of priority connections are very limited and that the District does not have a policy regarding refunds or the re-purchase of connections.

4) CONSENT CALENDAR

- A. Approval of disbursements for the month ending November 30 2016:
Claims: \$599,212.34; Payroll: \$99,518.57 for a total of \$698,730.91
➤ *November 2016 Monthly Financial Claims reviewed and approved by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 8, 2016 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 – November 2016
- G. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- H. Rainfall Reports
- I. S.F.P.U.C. Hydrological Report for the month of October, 2016
- J. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year ending 2015-2016

Director Coverdell stated that he had reviewed the monthly financial claims and found all to be in order.

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Mickelsen reported on the recent Bay Area Water Supply & Conservation Agency (BAWSCA) Board of Directors meeting, providing an update on the status of several projects, including the Mountain Tunnel Project.

Vice-President Reynolds stated that he had attended a small utilities interagency meeting which included Federal, State, and County representatives and drinking water systems in Region 9, in the western United States were reviewed and discussed.

6) GENERAL BUSINESS

A. Approval of Water Service Agreement – Best Western Hotel

Mr. Dickson explained the background of this project which requires construction of a pipeline extension along Wavecrest Road. He advised the Board that there are a few parts of the water service agreement that require some revisions.

Director Coverdell made a motion to authorize the General Manager to execute the Water Service Agreement between CCWD and StayCal/Palmer Enterprises for construction of a pipeline extension along Wavecrest Road and discussion ensued. Mr. Miyaki made a recommendation regarding how the motion could be worded to accommodate the necessary revisions to the water service agreement.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted, by roll call vote, to authorize the General Manager to execute a water service agreement between Coastside County Water District and StayCal/Palmer Enterprises for construction of a pipeline extension along Wavecrest Road in a final form to be approved by the General Manager and Legal Counsel:

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

B. Refurbishment of Pilarcitos Canyon Wells 3 and 3a

Mr. Guistino summarized the background of this project, advising that with the steady increase of SFPUC raw water costs, the District is highly motivated in developing and maintaining the Pilarcitos and Denniston well fields to take advantage of high quality and low cost water.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted, by roll call vote, to approve expenditures for refurbishment of Pilarcitos Wells 3 and 3a and authorize the General Manager to contract for additional work as necessary to bring the wells into full operation for a total cost not to exceed \$92,000:

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

C. Crystal Springs Pump 1 Motor Replacement

Mr. Guistino outlined the problems experienced with Crystal Springs Pump 1 since 2007 and the continuous repairs to the pump. He emphasized that in order to keep the Crystal Springs pumps fully available, staff believes it is essential to replace this motor at this time.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted, by roll call vote, to authorize the General Manger to contract with Pump Repair Service Co. to provide and install a new GE 350 HP motor for Crystal Springs Pump 1 for a total cost not to exceed \$63,000:

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

D. Election of Coastside County Water District Board President and Vice-President

Vice-President Reynolds introduced this agenda item and opened the nomination period. Director Coverdell nominated Vice-President Reynolds to serve as President of the Board, which was seconded by Director Mickelsen. Director Coverdell then nominated Director Feldman to serve as the District's Vice-President, which was seconded by Vice-President Reynolds.

ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted, by roll call vote, to close the nomination period and proceed with the vote on the nominated election candidates:

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

Director Coverdell moved that the nominations be accepted by acclamation, however there was a bit of uncertainty with the proper way to address the procedure with a motion made by acclamation, so Director Coverdell withdrew the motion by acclamation and restated it as follows.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted, by roll call vote, to accept the two nominations as presented, with Director Reynolds serving as the CCWD's Board's President and Director Feldman serving as the Board's Vice-President:

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

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

- **Retirement of Senior Treatment/Distribution Operator, Don Patterson** - Mr. Dickson advised that Mr. Patterson was retiring after sixteen years of service and that the District will miss his dedication and competence and the gentlemanly example he set for the District.

On behalf of the Board, President Reynolds expressed his appreciation to Mr. Patterson for his service to the District.

- A. **Assistant General Manager's Report** - Ms. Rogren provided an update on the progress of the advanced metering infrastructure program (AMI). She also reported on the two conferences, ACWA and CalPERS that she had recently attended.
- B. **Operations Report** - Mr. Guistino highlighted a few recent District events.
- C. **Water Resources Report** - Ms. Brennan provided a brief update to the Board on the proposed framework for implementation of Executive Order B-37-16, which she indicated, will have a significant impact on the District's resources. She provided a summary table of the directives and proposed actions within the draft framework.

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

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

9) **ADJOURNMENT** - The meeting was adjourned at 7:59 p.m.

Respectfully submitted,

David Dickson, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors