

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

FEBRUARY 27, 2004

**SPECIAL ORDER OF BUSINESS: BOARD RETREAT
8:00 A.M. – 5:00 P.M.**

1) ROLL CALL:

The meeting was called to order at 8:00 a.m. Present at roll call were President John Muller, Directors James Larimer, Everett Ascher, Ken Coverdell and Chris Mickelsen.

Also present were Ed Schmidt, General Manager, Anthony Condotti, Legal Counsel, Jim Teter, District Engineer, John Davis, Field Supervisor, JoAnne Whelen, Administrative Assistant, Gina Brazil, Office Manager, and Glenna Lombardi, Project Coordinator. Sean Donovan, Water Treatment Plant Operator joined the meeting later for the afternoon session. The meeting was facilitated by Kayla Kirsch, President of Leapfrog Consulting.

2) SPECIAL ORDER OF BUSINESS: BOARD RETREAT

The Board of Directors, along with staff members of the Coastside County Water District, participated in a special order of business, the Board Retreat. This planning session, lead by Kayla Kirsch, President of Leapfrog Consulting held a theme of "Let It Flow: Planning for the Next Twenty Years of Service".

The meeting was conducted in the following order, with discussion taking place on the following items:

- A. Welcome and Overview
- B. Public Announcements and Input - John Meador made a few brief comments concerning the CCWD and the hydraulic model.

- C. Review Desired Outcomes, Agenda, Roles and Rules for the Day
 - D. Historical Perspective – John Muller shared a brief historical account of the Coastside County Water District from the formation in 1947 to the present time.
 - E. Environmental Scan (key trends and factors affecting CCWD and its water supply and demand over the next 20 years)
 - i. Water Trends, Demographic Trends, Economic Climate, Political Factors, Technology Factors, the Permitting Path
 - F. Review of District Organizational Structure
 - G. Self Assessment
 - H. Discussion of Vision for Future of District
 - I. Discussion of Roadmap for Fulfilling Vision
- 3) **Discussion and direction to staff regarding specific actions to be taken to facilitate analysis of future operational, administrative and infrastructure needs of the district**
- 4) **Discussion and direction to staff concerning future population projection data requested from SFPUC**
- 5) **Discussion and direction to staff regarding proposed corrective action plan to be submitted to State of California Department of Health Services in response to recent positive coliform sample**

The special order of business was concluded at 5:00 and the district staff and engineer were excused. At 5:00 p.m., the Board of Directors, the General Manager and the district's legal counsel entered into discussion of the following closed session items:

- 6) **CLOSED SESSION**
- A. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION – POSITIONS: General Manager, District Engineer**

**B. PUBLIC EMPLOYEE APPOINTMENT/CONFERENCE WITH
LABOR NEGOTIATOR - District's Designated Negotiator:
General Manager - Position - Superintendent of Operations**

A recording secretary was not present for the formal adjournment of the meeting, which took place following the Closed Session. The next meeting of the Board of Directors will be the regular meeting scheduled for March 9, 2004 at 7:30 p.m. at the district office.

Respectfully submitted,



Ed Schmidt, General Manager

Accepted and Approved:



John Muller, President