

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, February 9, 2016

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

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** - There were no public comments.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending January 31, 2016:
Claims: \$609,064.33; Payroll: \$91,890.47 for a total of \$700,954.80
➤ *January 2016 Monthly Financial Claims reviewed & approved by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 12, 2016 Special Board of Directors Meeting
- D. Approval of Minutes of January 12, 2016 Regular Board of Directors Meeting
- E. Approval of Minutes of January 26, 2016 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 - January 2016
- I. Monthly Emergency Main and Service Repairs Report
- J. Rainfall Reports
- K. SFPUC Hydrological Report for December 2015
- L. Notice of Completion - Ventura/Washington Pipeline Replacement Project

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

Mr. Dickson announced that Agenda item 4E – the Approval of Minutes of January 26, 2016 Special Board of Directors Meeting was to be pulled from the Consent Calendar for revisions.

ON MOTION BY Director Mickelsen and seconded by Vice-President Reynolds, the Board voted to accept and approve, the Consent Calendar, with the exception of agenda item 4E.

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell reported that he was recently at a local establishment and learned from a member of the public who had attended the February 15, 2016 meeting of the American Association of University Women (AAUW), that Cathleen Brennan, Water Resource Analyst, had done an impressive job on her presentation at the meeting. Director Coverdell extended his recognition and appreciation to Ms. Brennan.

Director Coverdell also reported that he felt that having Vice-President Glenn Reynolds assigned to the Recycled Water Committee was an excellent decision by the Board and that Mr. Reynolds had been unanimously elected to serve as the Committee's Chairperson by all members of the Committee.

Director Mickelsen stated that he had attended a Bay Area Water Supply & Conservation Agency Board of Directors meeting.

6) GENERAL BUSINESS

A. Accept the Coastside County Water District's Financial Statements and Independent Auditor's Report for Fiscal year Ended June 30, 2015

Ms. Rogren introduced Joseph Arch and Brett Jones, Auditors, with Joseph J. Arch, CPA Inc. (JJACPA). Mr. Jones provided a brief presentation reviewing the audit report, advising that once again an unqualified opinion has been issued to the

District, which is the best possible status. He expressed his appreciation to Ms. Rogren and staff for their assistance with the audit.

President Glassberg stated that he is always pleased to see a positive statement about internal controls with no exceptions. He also inquired about the new GASB/Pers issue, and whether it took longer to perform the audit with this new requirement, which Mr. Jones affirmed.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted, by roll call vote, to accept the Basic Financial Statements for Fiscal Year Ended June 30, 2015:

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

B. Fiscal Year 2016-2017 Budget Process Timeline

Ms. Rogren reviewed the Draft Budget Capital Improvement Program (CIP) and Operations and Maintenance (O & M) Process Timeline for Fiscal Year 2016-2017 and she and Mr. Dickson answered a few questions from the Board members about the Budget process.

C. Appointment of CCWD Board Member Representative Alternate(s) to Participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers

Mr. Dickson explained the purpose and past practice procedure of appointing the alternate officers to participate in LAFCo election of officers.

ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell, the Board voted as follows, by roll call vote, to appoint CCWD Board Member Representative alternate(s) by name: Vice-President Reynolds, and Directors Coverdell, Mickelsen, and Flint, to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers:

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

D. Recycled Water Update

Mr. Dickson updated the Board on the Recycled Water Committee meeting held the previous evening and invited the Committee members to report on the results of the meeting. Director Coverdell stated that he felt it was a positive meeting and reviewed the items that he personally felt were important that the Committee focus on, including drafting an agreement between the agencies, working with the community to get their input and support of a recycled water project, having the participating agencies establish cost estimates and budgets, as well as exploring other possible uses of recycled water.

Vice-President Reynolds complimented the Sewer Authority Mid-Coastside (SAM) staff and Board members for their efforts in keeping the project moving forward and responding to requests from the Committee and also acknowledged that Ocean Colony Partners has been very responsive to requests from the Committee. He noted that the agencies currently have a memorandum of understanding, but agreed with Director Coverdell that he felt the Committee's focus now should be on ironing out details and establishing an agreement among the agencies.

Mr. Dickson recapped the progress that District consultant Kennedy Jenks has made to date on the project.

7) GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS

- **El Granada Pipeline Replacement Final Phase Project Update** – Mr. Dickson provided an update on the progress of this project.

A. Assistant General Manager's Report – Ms. Rogren informed the Board of the new software implementation for the District's financial/accounts payable module and the upcoming implementation of the new utility billing system, noting that this program will provide enhancements for the District's customers, including a more user-friendly online bill payment program. Ms. Rogren also informed the Board that staff has been evaluating options for implementing Advanced Metering Infrastructure (AMI), with results of the research soon to be presented and discussed with the Facilities Committee members.

- B. Operations Report** - Mr. Guistino reviewed monthly operations highlights, including running of the Denniston Water Treatment Plant for the majority of the month. He updated the Board on the progress of the Stone Dam Pipeline Replacement Project and on plans for well rehabilitation.
- C. Water Resources Report** - Ms. Brennan recapped earlier discussion with regards to the Department of Water Resources (DWR) snow survey and the extension of the Emergency Water Conservation Regulations. She also provided an update on the progress and schedule of the Urban Water Management Plan and the District's Water Shortage Contingency Plan.

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 8:14 p.m.

Respectfully submitted,

David R. Dickson General Manager
Secretary of the District

Arnie Glassberg, President
Board of Directors