

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 14, 2017

- 1) **ROLL CALL** - President Glenn Reynolds called the special meeting to order at 6:30 p.m. Present at roll call: Directors Arnie Glassberg, Chris Mickelsen, and Vice-President Feldman. Director Ken Coverdell was absent. David Dickson, General Manager and Mary Rogren, Assistant General Manager were also in attendance.

- 2) **PUBLIC COMMENT** - There were no public comments.
The Board entered into closed session at 6:30 p.m.

- 3) **CLOSED SESSION**
Pursuant to California Government Code Section §54957.6
Conference with Labor Negotiator
Agency Designated Representatives: David Dickson, General Manager
and Mary Rogren, Assistant General Manager
Employee Organization: Teamsters Union, Local 856

- 4) **RECONVENE TO OPEN SESSION** - The Board reconvened into open session at 6:53. President Reynolds announced that no action had been taken in the closed session.

- 5) **ADJOURNMENT** - The special meeting was adjourned at 6:53 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Bob Feldman, Vice- President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, February 14, 2017

- 1) **ROLL CALL** - President Glenn Reynolds called the meeting to order at 7:01 p.m. Present at roll call: Directors Arnie Glassberg, Chris Mickelsen and Vice-President Feldman. Director Ken Coverdell 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** - There were no public comments.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending January 31, 2017:
Claims: \$829,221.85; Payroll: \$105,974.00 for a total of \$935,195.85
➤ *January 2017 Monthly Financial Claims reviewed and approved by Director Feldman*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 10, 2017 Special & Regular Board of Directors Meetings
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report – January 2017
- G. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. S.F.P.U.C. Hydrological Report for the month of December, 2016
- J. Notice of Completion for Emergency Generators
- K. Approval of Calcon Work Directives

Vice-President Feldman stated that he had reviewed the monthly financial claims and found all to be in order.

ON MOTION BY Director Glassberg and seconded by Director Mickelsen, the Board voted to approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Mickelsen reported on a recent informal conversation with a member of State Water Resources Control Board regarding the drought restrictions.

President Reynolds shared highlights from his attendance at a State Water Resources Control Board meeting, which focused on drought restrictions and State groundwater users. He also reported on the discussion of Proposition 218 in connection with lifeline water rates.

6) GENERAL BUSINESS

A. Pilarcitos Canyon High Pressure Valve Replacement Project

Mr. Guistino reviewed the background of this project, explaining the importance of replacing the worn and failing valves.

ON MOTION BY President Reynolds and seconded by Director Glassberg, the Board voted by roll call vote, to authorize the General Manager to contract with Andreini Brothers, Inc. to purchase and install high pressure valves at the Crystal Springs Pressure Reducing Valve Station for a total of \$56,528:

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

B. Crystal Springs Pump 3 Column Pipe and Shaft Replacement

Mr. Guistino summarized the issues with this pump and the corrosion that necessitates replacement.

ON MOTION BY President Reynolds and seconded by Vice-President Feldman, the Board voted by roll call vote, to authorize the General Manager to purchase and install 150 feet of pump shaft and column pipe for Crystal Springs Pump # 3 for a total of approximately \$75,000:

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

C. **Proposed CCWD-SAM Recycled Water Agreement General Terms**

Mr. Dickson provided a brief outline of this agenda item, advising the Board that staff is recommending approval of general terms to serve as the basis for drafting of a detailed agreement. He referenced the Guiding Principles for Recycled Water Project Between SAM, CCWD, and MWSD and reviewed each of the eleven new proposed CCWD-SAM Recycled Water Agreement Basic Terms that he had developed for consideration. Brief Board discussion ensued.

ON MOTION BY Director Feldman and seconded by President Reynolds, the Board voted by roll call vote, to approve the proposed terms for CCWD-SAM Recycled Water Agreement for presentation to SAM:

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

D. **Fiscal Year 2017-2018 Budget Process Timeline**

Ms. Rogren advised that staff had met with both the Finance and the Facilities Committee members recently and some additional meeting dates have been included on this updated Budget Process Timeline, including the date of March 29, 2017 for the Budget Work Session.

E. **Draft Fiscal Year 2017-2018 Operations Budget and Draft Fiscal Year 2017/18 to 2026/27 Capital Improvement Program**

Ms. Rogren presented the Draft Operations and Capital Improvement Budget for Fiscal Year 2017-2018 and highlighted budget to budget comparisons. Key Assumption details for Operating Expenses, Debt Service and Budget Risk/Opportunities were outlined. The Draft Capital Improvement Program for Fiscal Year 2017/2018 to 2026/2027, the Program for Fiscal Year 2017/2018 to 2021 to 2022, as well as key projects Capital Improvement Projects proposed for the 2017/2018 fiscal year were also reviewed.

F. Web Site Media Coverage

President Reynolds presented his ideas for customer communication via a monthly website positive media campaign. Brief discussion ensued regarding options for other forms of communication, including direct mailers to customers. Mr. Dickson commented that the resources required to sustain these efforts need to be determined, as well as the best forms of communication, noting that the District currently uses Constant Contact and participates in bill stuffer notices, newspaper advertising, and school programs, as well as maintaining Facebook and Twitter accounts. He also suggested that it could be valuable to go back and review the District's Communication Plan that was developed a few years ago. Mr. Dickson recommended that staff bring this matter back for a discussion of the District's communication plans at a future Board meeting.

7) GENERAL MANAGER'S REPORT AND MONTHLY INFORMATIONAL REPORTS

- SFPUC Water Availability - Mr. Dickson advised that SFPUC's estimate concludes that precipitation and snowpack this year "essentially guarantee that the SFPUC water system will fill this year" and that SFPUC does not anticipate requiring continued water use reductions this year.
- Recycled Water Request - Mr. Dickson referenced the letter that he had recently sent to SAM with a request to add an analysis of recycled water facility expansion capacity to the SRT 25% design scope.
- Pilarcitos Canyon Emergency Road Repairs - Mr. Dickson showed a series of photos of the recent necessary repairs deemed an emergency under the District's procurement policies, allowing the General Manager to waive purchasing procedural requirements in responding to conditions that threaten significant impact to District Facilities. He advised that the total cost of emergency repairs, including required environmental monitoring, was approximately \$38,000.

A. Assistant General Manager's Report

- **Strategic Planning Meeting** - Ms. Rogren reported that this meeting has been scheduled for March 16, 2017.
- **Advanced Metering Infrastructure** - Ms. Rogren advised that four Data Collector Units (DCU's) had been installed and that staff would be provided with some training sessions next week.

B. Operations Report - Mr. Guistino highlighted a few recent District events, including a rain water runoff calculator that had been developed by Senior Operator Todd Schmidt, the local source of supply for the month and a status update of the El Granada Tank 3 Project.

C. Water Resources Report - Ms. Brennan shared an update on Emergency Drought Regulations.

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

It was noted that the appointment of a Director to the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Financing Authority (RFA) needs to be placed on the agenda for the March 14, 2017 CCWD Board Meeting.

9) **ADJOURNMENT** - The meeting was adjourned at 9:02 p.m.

Respectfully submitted,

David Dickson, General Manager
Secretary to the District

Bob Feldman, Vice- President
Board of Directors