

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, April 12, 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 Steve Flint. Vice-President Glenn Reynolds was absent.

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager, Julie Sherman, 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 March 31, 2016:
Claims: \$700,382.33; Payroll: \$91,952.50 for a total of \$792,334.83
➤ *March 2016 Monthly Financial Claims reviewed & approved by Director Flint*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of March 8, 2016 Special Board of Directors Meeting
- D. Approval of Minutes of March 8, 2016 Regular Board of Directors Meeting
- E. Approval of Minutes of April 5, 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 - March 2016
- I. Monthly Emergency Main and Service Repairs Report
- J. Rainfall Reports
- K. SFPUC Hydrological Report for February 2016
- L. SFPUC Hydrological Report for March 2016
- M. Monthly Water Transfer Report

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

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Flint stated that he has announced his resignation from the Coastside County Water District Board effective as of this meeting due to a recent move to a residence just outside of the District’s service boundaries. He added that it has been a privilege to serve on the Board.

Oh behalf of the Board, President Glassberg, Director Coverdell, and Director Mickelsen highlighted Director Flint’s contributions to the District and thanked him for his service.

6) GENERAL BUSINESS

A. Water Audit for Fiscal Year 2013-2014

Ms. Brennan began her presentation by providing the background of the Board’s authorization for staff to contract with Water Systems Optimization, Inc. (WSO, Inc.) in July of 2014 to complete an annual water audit, evaluate water loss control opportunities and provide guidance for the implementation of a water loss control program. She reviewed voluntary and regulatory requirements, followed by a summary and validation of the audit results. She also reviewed recommendations for the water loss control program and audit validation in detail. Ms. Brennan thanked CCWD staff members for their assistance with this project and answered a few brief questions from the Board members. She also introduced Reinhard Sturm, with WSO, Inc., who explained how a technical assistance program is being developed which will assist with these program requirements going forward with future requirements and submittals.

B. Resolution Authorizing an Amendment to Contract with California Public Employees’ Retirement System for Partial Service Retirement

Mr. Dickson explained that the proposed resolution would revise the District’s contract with CalPERS to add a partial service retirement option, completing an amendment process that began with the Board’s passage of a Resolution of Intention (Resolution No. 2016-02) at the March 8, 2016 meeting. He distributed a revised resolution to replace the resolution attached to the staff report, explaining that CalPERS requires that the Board approve the resolution exactly as provided by CalPERS without the minor modifications staff had made. There were no questions or comments from the Board about the resolution or the amendment to the contract.

ON MOTION BY Director Flint and seconded by Director Mickelsen, the Board voted, by roll call vote, to adopt Resolution 2016-03, a Resolution Authorizing an Amendment to Contract between the Board of Administration California Public Employees’ Retirement System and the Board of Directors, Coastside County Water District:

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

C. Quarterly Financial Review – FY 2015-2016

Ms. Rogren reviewed year-to-date revenue and expenses for the first nine months of Fiscal Year 2015-2016, explaining that lower than planned expenses had offset a 7.4% shortfall in water revenue, putting net contribution to capital and reserves close to the budgeted level. She also reviewed current estimates for the District’s FY 2016 Capital Improvement Program.

D. Salary Schedule Effective July 1, 2016

Ms. Rogren advised the Board that the California Public Employees’ Retirement System requires that the Board approve the salary schedule annually. She reviewed components of the proposed salary schedule, including a 3% COLA increase for employees (per the Memorandum of Understanding with the union) and the incorporation of \$221 per pay period into the Administrative Assistant’s base rate for Board-related duties previously paid out as “special compensation”, as required by a recent CalPERS audit.

ON MOTION BY Director Mickelsen and seconded by Director Flint, the Board voted, by roll call vote, to approve the Fiscal Year 2016-2017 Salary Schedule (effective July 1, 2016):

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

E. Updated Fiscal Year 2016-2017 Budget Process Timeline – Information Only

Mr. Dickson referenced the updated timeline, noting the scheduling of an additional District Finance Committee meeting on April 28th and reviewed some of the budget related tasks that are scheduled to be accomplished at the May and June Board meetings.

F. Draft Fiscal Year 2016-2017 Operations Budget and Draft Fiscal Year 2016/2017 to 2025/2026 Capital Improvement Program

President Glassberg reiterated that the Draft Budgets are presented in the Board packets over the period of several months with the goal in mind to allow the public multiple opportunities to view the budget and provide input. Ms. Rogren advised that these budget documents contain no revisions or additions to the package reviewed by the Board in the recent Budget Workshop conducted on April 5, 2016.

7) GENERAL MANAGER’S REPORT & MONTHLY INFORMATIONAL REPORTS

- Recycled Water Update – Mr. Dickson advised that there continues to be a great deal of enthusiasm with regards to recycled water, but the progress slow. He reported that the Recycled Water Committee met on March 21, 2016, at which time the District presented Kennedy/Jenks’ Technical Memo # 2, which describes the recycled water transmission facilities that Coastside County Water District (CCWD) will need and estimates the cost at about \$1.2 million. He added that the Committee suggested that the Sewer Authority Mid Coastside (SAM) and CCWD staff should begin working on a term sheet for a recycled water agreement between the agencies. He also reported that the SAM Manager Beverli Marshall has reported that SAM is attempting to get

a preliminary design budget approved by all of the member agencies as a next step.

- San Francisco Water Supply Availability- Mr. Dickson referenced the Final Water Supply Availability Estimate for the upcoming fiscal year, as required under the Water Supply Agreement, which concludes that “San Francisco will not request further action of its customers beyond the current State Water Resources Control Board mandatory conservation requirements”.
- A. Operations Report – Mr. Guistino reviewed monthly operations highlights, including well activity, and the Stone Dam Pipeline Replacement Project.

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 8:26 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Arnie Glassberg, President
Board of Directors