

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**Tuesday, September 8, 2015**

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

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

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT**

Rishi Kumar - Smart Utility Systems, Santa Clara, CA - He introduced himself and distributed a handout to the Board and staff, explaining that the firm is an analytic software company geared towards utility management.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending August 31, 2015:  
Claims: \$601,016.72; Payroll: \$90,120.46 for a total of \$691,137.18  
➤ *August 2015 Monthly Financial Claims reviewed & approved by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Monthly Water Transfer Report
- D. Approval of Minutes of August 11, 2015 Regular Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - August 2015
- H. August 2015 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Report for July 2015

It was noted that Director Coverdell had reviewed and approved the monthly financial claims.

**ON MOTION BY Director Reynolds and seconded by Director Flint, the Board voted as follows, by roll call vote, to accept and approve the Consent Calendar in its entirety:**

<b>President Mickelsen</b>	<b>Absent</b>
<b>Director Coverdell</b>	<b>Absent</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Vice-President Glassberg</b>	<b>Aye</b>
<b>Director Reynolds</b>	<b>Aye</b>

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Reynolds shared some highlights from the two-day California drought tour he had attended. Director Flint reported on his participation in a recent tour of the Hetch Hetchy water system that he attended, along with Mary Rogren.

Vice-President Glassberg added that he had attended, along with Director Coverdell, Mr. Dickson, and Ms. Rogren, the recent Recycled Water Committee meeting with the representatives from the Sewer Authority Mid-Coastside (SAM) and Ocean Colony Partners and provided a brief synopsis of the meeting.

**6) GENERAL BUSINESS**

**A. Award of Contract - Highway 92 Treated Water Pipeline Replacement Feasibility Study**

Ms. Rogren and Mr. Guistino outlined the background of this proposed project, and explained the purpose of this study, which will assist in determining the feasibility and costs associated with slip lining all or portions of this existing pipeline. Mr. Guistino emphasized that this study will identify and address the benefits of the proposed project, including construction issues such as access requirements, operating pressure, flows, pipe materials, pipe thickness, installation pits, appurtenances and estimated construction costs.

**ON MOTION BY Director Reynolds and seconded by Director Flint, the Board voted by roll call vote, to authorize the General Manager to enter into a contractual agreement with West Yost Associates for \$36,952 to provide the District with a report on the feasibility of slip lining the entire length of the Highway 92 treated water line.**

<b>President Mickelsen</b>	<b>Absent</b>
<b>Director Coverdell</b>	<b>Absent</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Vice-President Glassberg</b>	<b>Aye</b>
<b>Director Reynolds</b>	<b>Aye</b>

**B. Award of Contract - Denniston Filters Surface Wash Repair Project**

Mr. Guistino reviewed the background of this project and explained the nature and importance of the necessary repairs.

**ON MOTION BY Director Reynolds and seconded by Director Flint, the Board voted by roll call vote, to authorize the General Manager to enter into a contractual agreement with ERS Industrial Services, Inc. for \$87,911 for the repair of surface wash headers in 2 filters and media top off in all three filters as needed:**

<b>President Mickelsen</b>	<b>Absent</b>
<b>Director Coverdell</b>	<b>Absent</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Vice-President Glassberg</b>	<b>Aye</b>
<b>Director Reynolds</b>	<b>Aye</b>

**C. Resolution Authorizing I-Bank Loan Application for the Coastside County Water District System Reliability Improvements, Declaring Intent to Reimburse Certain Expenditures, and Authorizing Execution of Related Financial Documents**

Ms. Rogren introduced this item and provided the background, detailing the four projects packaged for potential funding under the Coastside County Water District System Reliability Improvement Project. The projects include the El Granada Pipeline Final Phase, the Ventura-Washington Pipeline Replacement Project, the El Granada Tank # 3 Repair and Recoating Project and the Denniston Treated Water Booster Station/Bridgeport Drive Transmission Pipeline. Ms. Rogren explained the timeline and advised that the I-Bank rules will allow the District to refund reimbursement expenditures that were made no earlier than 60 days prior to the date of the Resolution, and that the Resolution does not commit the District to accepting the loan. Ms. Rogren also answered a few questions from the Board members.

**ON MOTION BY Director Reynolds and seconded by Director Flint, the Board voted by roll call vote, to approve Resolution 2015-10 authorizing the submission of the application to the California Infrastructure and Economic Development Bank for**

**financing of the Coastside County Water District System Reliability Improvements declaration of the official intent to reimburse certain expenditures from the proceeds of the obligation, and approving certain other matters in connection therewith, including the authorization for the District General Manager and Assistant General Manager to execute all related financial documents on behalf of the District:**

<b>President Mickelsen</b>	<b>Absent</b>
<b>Director Coverdell</b>	<b>Absent</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Vice-President Glassberg</b>	<b>Aye</b>
<b>Director Reynolds</b>	<b>Aye</b>

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

The General Manager's Report, provided an update on the August 26, 2015 Recycled Water Advisory Committee meeting, attended by representatives from CCWD, SAM, the Montara Water & Sanitary District (MWSD) and Ocean Colony Partners.

**A. Operations Report** - Mr. Guistino answered Vice-President Glassberg's question about the progress on the District's Backflow Prevention Program, stating that JoAnne Whelen has been doing a great job administering the program and that progress is being made weekly on bringing District customers into compliance with the District's backflow ordinance. Director Reynolds noted that he has recently witnessed, first handed, the progress in bringing customers into compliance with the District's backflow program.

**B. Water Resources Report** - Ms. Brennan reported that the California State Water Resources Control Board recently provided Coastside County Water District with written confirmation that the District has met their individual water conservation target for the months of June and July of 2015. She also shared the Certificate of Appreciation the District received from the U.S. Environmental Protection Agency's (EPA) Water Sense Program, for the District's efforts to promote indoor and outdoor water use efficiency.

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

There were no requests from the Directors for any future agenda items.

**9) ADJOURNMENT** - The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

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Mary Rogren, Assistant General Manager

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Arnie Glassberg, Vice-President  
Board of Directors