

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

**Tuesday, December 12, 2017**

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

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; James Derbin, Superintendent of Operations; Patrick Miyaki Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary, Cathleen Brennan, Water Resources Analyst, 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 November 30, 2017:  
Claims: \$673,665.01; Payroll: \$94,000.50 for a total of \$767,665.51
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 14, 2017 Special and Regular Board of Directors Meeting
- D. Monthly Water Service Connection Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - November 2017
- H. Monthly Rainfall Reports
- I. S.F.P.U.C. Hydrological Report for the month of October 2017
- J. Notice of Completion - Wavecrest Pipeline Replacement Project
- K. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ending 2016-2017
- L. Calcon Work Directive 17-06 for Nunes Flocculator and Rapid Mix VFD Panel Retrofit/Replacement

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

**ON MOTION BY Director Glassberg and seconded by Director Coverdell the Board voted by roll call vote to approve the Consent Calendar in its entirety:**

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

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Mickelsen reported on the highlights of a recent Bay Area Water Supply and Conservation Agency (BAWSCA) meeting.

President Reynolds reported on the recent new California State ruling requiring lead testing in all schools. He also advised that he has been requested to provide sexual harassment guidance training sessions for small utilities and he would be willing to share his training experience with the District.

**6) GENERAL BUSINESS**

**A. Election of Coastside County Water District Board President and Vice-President**

Nominations were opened, with Director Coverdell nominating Vice-President Feldman to serve as the District's 2018 Board President. The nomination was seconded by Director Glassberg. Vice-President Feldman then nominated Director Coverdell to serve as the District's 2018 Vice-President, which was seconded by President Reynolds. The nomination period was then closed, followed by a roll call vote.

**ON MOTION BY President Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to close the nomination period and proceed with the vote on the nominated candidates with Vice-President Bob Feldman to serve as the 2018 CCWD Board President and Director Ken Coverdell to serve as 2018 CCWD Board Vice-President:**

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

Each of the Board members expressed their compliments and appreciation to Director Glenn Reynolds in his role as the District's 2017 Board President. Mr. Dickson expressed staff's appreciation in working with President Reynolds over the past year as well.

**7) MONTHLY INFORMATIONAL REPORTS**

- A. Assistant General Manager's Report - Ms. Rogren provided a brief update and presentation to the Board on the status of the advanced metering infrastructure implementation and the District's current capital improvement program projects.
- B. Superintendent of Operations Report - Mr. Derbin reviewed the operations highlights, including the completion of the El Granada Tank 1 temporary slide stabilization project and staff's recent request to State Water Resources Control Board - Division of Drinking Water (DDW) for a permit amendment to increase the influent turbidity limit associated with the Denniston Water Treatment Plant.
- C. Water Resource Report - Ms. Brennan reported on her attendance at the recent North American Water Loss Conference in San Diego, CA.

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

Vice-President Feldman suggested an update on recycled water sometime in the future if there is anything new to report.

Director Coverdell requested an update on the San Vicente water rights.

President Reynolds proposed a future discussion of a modest but self-insured reserve program to assist customers with an unexpected significant high water bills, if there is a legal means to do so.

**9) ADJOURNMENT - The meeting was adjourned at 8:06 p.m.**

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary to the District

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Robert Feldman, President  
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING**

**Tuesday, December 12, 2017**

- 1) **ROLL CALL** - President Glenn Reynolds called the meeting to order at 8:07 p.m. Present at roll call: Vice-President Robert Feldman, Directors Ken Coverdell, Arnie Glassberg, and Chris Mickelsen.

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

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

- 3) **GENERAL BUSINESS**

A. **Approval of Water Service Agreement with Coastside Estates LLC for 400-408 Redondo Beach Road**

Mr. Dickson described the project and the agreement, as well as the background of the project.

Director Coverdell recommended that the amount of insurance coverage be increased from one million dollars to two million dollars and made a motion to authorize the General Manager to execute the Water Service Agreement with Coastside Estates LLC, subject to any modifications that may be approved by the General Manager and General Counsel.

Brief discussion ensued with Mr. Dickson answering a few questions from the Board. President Reynolds expressed concerns about the engineered design of the project. President Reynolds then made an amendment to Director Coverdell's original motion recorded as follows:

**ON MOTION BY Director Coverdell with an amendment proposed by President Reynolds, and accepted by Director Coverdell; and the motion being seconded by Director Glassberg, the Board voted by roll call vote to authorize the General Manager to execute the Water Service Agreement with Coastside Estates LLC in the form attached, subject to any modifications that may be approved by the General Manager and General Counsel and with the understanding that based on staff's judgement, the District will specify the pipeline and design that will serve in the District's best interest including addressing water quality issues:**

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

**4) ADJOURNMENT - The meeting was adjourned at 8:21 p.m.**

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary to the District

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Robert Feldman, President  
Board of Directors