

COASTSIDE COUNTY WATER DISTRICT  
Minutes of the Regular Meeting of the Board of Directors  
766 Main Street, Half Moon Bay, CA 94019  
March 12, 2002 – 7:30 p.m.

- 1) ROLL CALL: President Eleanor Wittrup called the meeting to order. Present at roll call were Directors Chris Mickelsen, James Marsh, and Jim Larimer. Also present were Ed Schmidt, General Manager; Dave Mier, Superintendent; Anthony Condotti, Legal Counsel; James Teter, Engineer; JoAnne Whelen, Executive Secretary; Glenna Lombardi, Executive Assistant; and Linda Goetz, Recording Secretary. There were approximately 5 people in the audience.
- 2) PLEDGE OF ALLEGIANCE: Everyone stood for the Pledge of Allegiance.
- 3) PUBLIC ANNOUNCEMENTS: None.
- 4) APPROVAL OF THE AGENDA: Director Marsh requested discussion of agenda packet content and an update of the hydraulic model. The topics will be brought up under Item 11 of the agenda.

**ON MOTION by Director Larimer, seconded by Director Marsh, the Board unanimously approved the agenda as presented.**

- 5) CONSENT CALENDAR:
  - A. Requesting the Board to review payment of claims for the month ending February 28, 2002 in the amount of \$212,594.38.
  - B. Acceptance of Financial Reports.
  - C. Minutes of Meeting of February 12, 2002.
  - D. Request for Transfer of Non-Priority Water Service Connection, same owner, Robert A. Cioe.
  - E. Acceptance of Main Street Affordable Housing Phase II.
  - F. Acceptance of Farm Labor Housing Phase I, II and off-site improvement.

**ON MOTION by Director Larimer, seconded by Director March, the Board unanimously accepted the Consent Calendar as presented by roll call vote.**

- 6) REPORT OF THE GENERAL MANAGER:
  - A. Water Reclamation Program Preliminary Economic Feasibility Study - Request for Proposal: The General Manager presented the scope of work and list of consultants to whom he has sent an RFP. Proposals are due by 5 pm on Friday, March 29<sup>th</sup>. No Board action was required.
  - B. Discussion and possible selection of a Board member as a representative to the Association of California Water Agencies - Joint Powers Insurance Authority: President Wittrup offered to act as representative, and the following action was taken:

**ON MOTION by Director Marsh, seconded by Director Mickelsen, President Wittrup was unanimously selected as representative to the Association of California Water Agencies - Joint Powers Insurance Authority by roll call vote.**

**ON MOTION by Director Larimer, seconded by Director Marsh, Director Mickelsen was unanimously selected to act as President Wittrup's alternate representative to the Association of California Water Agencies - Joint Powers Insurance Authority.**

- C. Human Resource Consultant Services Update: The General Manager described the services of CPS Human Resources Services to date, and explained that the next phase will be a salary and benefits comparability study. No action was required.
- D. Discussion of recent employee meeting on the subject of the District Personnel Manual and bi-annual review with Attorney to ensure compliance with federal and state employment laws and regulations: The General Manager was authorized to perform a bi-annual review of the personnel manual with the Attorney and the Personnel Committee. He expected that any revisions would probably be brought to the Board at the August meeting.
- E. Request for relief of a high water bill received from customer, N. D'Arcy and Marilyn Roche: The General Manager presented the request and recommended that he be directed to send them a letter advising them that they do not meet the criteria for high water bill relief. The Board directed staff to proceed with the recommended letter.
- F. Discussion and possible direction to staff to formalize existing high bill practice or develop a new policy: After providing a summary of the current relief policy, staff was directed to investigate comparative policies and report to the Board at a future meeting.
- G. Active Projects List / Perennial Calendar: The General Manager presented a written list of his understanding of the projects defined at the Board Retreat, as well as a planning calendar. During discussion the Board provided their comments, but individual items on the list were not discussed. Director Marsh asked that the perennial calendar be formatted to "portrait" mode rather than the existing "landscape" mode. No action was required.
- H. General Manager Activities: The General Manager presented his written report of his activities. No action was required.
- I. Correspondence: The General Manager presented a copy of email correspondence from Larry Kaye, to which there was no comment.

- 1) *Note from customer, Mr. and Mrs. George Pratt:* No Board discussion or comment.
  - 2) *Letter from Cleo Charles Sare dated March 7, 2002:* The General Manager will respond, explaining to Mr. Sare that due to location and zoning, he is not eligible for service at this time.
  - 3) *Letter to Division of Drinking Water and Environmental Management from Art Jensen, General Manager of the San Francisco Bay Area Water Users Association regarding AB 1823 Wholesale Regional Water System Security and Reliability Act:* No Board discussion or comment.
  - 4) *Fax received from Rodney Phelps, March 8, 2002:* No Board discussion or comment.
  - 5) *Letter from A. & D. Sharma, received March 8, 2002:* President Wittrup asked the General Manager to attempt to respond to this letter. The General Manager responded that it is his practice to send letters to those people who request a response or have questions about a District practice or policy.
- J. Discussion and possible direction to staff regarding the Coastside County Water District presentation to the California Coastal Commission on the subject of the El Granada Pipeline Replacement Project Appeals - Prefaced by an overview of the Coastal Development Permit process and criteria by Tony Condotti, District Counsel: The General Manager reported that he has been in contact with Peter Imhoff of the Coastal Commission and will be providing him with additional documentation, including the "El Granada Transmission Pipeline Project Cost Comparison of Project Alternatives" report if approved by the Board. District Counsel Condotti summarized his written overview of the Coastal Development Permit process and the current Coastal Commission analysis of whether the El Granada project complies with LCP policies. During discussion the Board heard from the following members of the public:
- Kathryn Slater Carter, 8888 Cabrillo Hwy., Montara:* relayed her experience that the County doesn't always send complete records, and noted that the Coastal Act requires that decisions be made in favor of that which is most protective of coastal resources.
- Leonard Woren, PO Box 1375, El Granada:* questioned why a 14" line is not being considered, and insisted the project requires an EIR.

During discussion of what information would be most beneficial to Coastal Commission staff, Counsel said it might be advisable for CCWD staff to prepare an analysis of the policies and specific LCP compliance issues to which Coastal Commission staff have presented substantial issue. Director Marsh recommended having staff size up the scope of such an analysis and report back to the Board. The following direction was given to staff:

**The Board directed Counsel to assist the General Manager and staff in not only providing the information the California Coastal Commission staff has requested previously, but to work with them to identify and analyze any additional issues or information they might find helpful in making a decision and move the process forward. The General Manager will send the hydraulic report, the annual water supply report, and the Engineer's cost analysis in advance of any other information generated. Staff will provide the Board with an estimate of staff time required to prepare an LCP compliance issues analysis, and if staff time is limited, the concept of hiring a consultant can be re-visited.**

BREAK: The Board took a break at 9:10 p.m. and reconvened at 9:20 p.m.

7) ENGINEER'S REPORT:

- A. Engineering Projects Received in February, 2002: 1) re-submittal for the Magnolia Park Subdivision and, 2) a pipeline extension request to provide service to single-family residence on Highland Ave.
- B. Engineering Projects in Process: The Engineer is working with the Superintendent on two capital improvement projects.
- C. Status Report on Potential Water Supply Expansion Alternatives: The Engineer presented his written summary of what has already been done over the years to develop feasible local water. His report included prior reports and the status of each potential alternative water supply expansion project that has received consideration by the District. President Wittrup advised the Directors to review his status report and choose projects of particular interest for future discussion.
- D. Annual Water Supply Evaluation Report: The Engineer presented the draft report, and he and staff answered questions from the Board. In response to the Board's request, the following changes will be made to the report: flow charts will be added using data in the report, a footnote will be included to clarify the meter error that caused inaccurate leakage figures, a brief definition of capacity will be added, footnote 9 on page II-6 be clarified inside the text, and the District's drought contingency plan will be added to Section IV. He and the Superintendent will also investigate why 1991 well production capability was used to estimate safe

yield. The General Manager will send this report to the Coastal Commission as soon as the District Engineer makes the directed changes.

*Bill Katke, 138 Del Monte Road, HMB:* expressed concern about the effects of an earthquake on the District's system, and was assured that the Crystal Springs Project pipeline was built to current standards with flexible joints, but retrofits to San Francisco's pipeline have not been funded.

- 8) OPERATIONS REPORT: Superintendent Mier presented Items A through D without comment.
- A. Water Service Connections Installed, Priority and Non-Priority: Ten water connections were installed in February.
  - B. Capital Improvement Program Progress: \$28,203 was expended in February, half of which was for the Hwy. 92 widening project with the County of San Mateo.
  - C. Water Sample Report, Local Production, Water Purchases, Leaks, etc: Water production totaled 48.0 million gallons; all from local sources. Sales were 40.92 million gallons. The peak 24 hour demand was 1,620 gpm on February 26. Two leaks were repaired, both in Arleta Park. 1.68 inches of rain were recorded at the District office in February; last year in February there was almost 6 inches.
  - D. Carter Hill West Pipeline Pressure Readings: Pressure were well above the minimum recommended psi.
  - E. Department of Health Services - Drinking Water Field Operations Branch - Notice of Violation - Bacteriological Water Quality Failure - January, 2002 / Discussion and possible direction to staff to order water sampling station: The Superintendent explained the steps taken to identify the reason for the failed water samples and the measures taken to respond to the violation notice. It was his conclusion that the human sampling procedure was the cause. In order to prevent contaminated samples, the General Manager recommended purchasing water sampling stations. He was directed to investigate the cost and report at the next Board meeting.
  - F. Alameda Pipeline Project - Update: Upon the request of the MidCoast Community Council, the Superintendent and the General Manager will make a presentation to them about the pipeline project. If they have no comments, the CDP will be administered after a 10 day waiting period.
  - G. Cost Sharing Agreement with the County of San Mateo for Water Valve Boxes Adjustments as part of the Resurfacing of Various Roads, El Granada and Princeton by the Sea Areas Project: The Superintendent

presented this agreement that would permit the County to include adjustment of District water valve boxes as part of their resurfacing project.

**ON MOTION by Director Marsh, seconded by Director Mickelsen, the Board unanimously authorized staff to execute the Cost Sharing Agreement with the County of San Mateo as part of the Resurfacing of Various Roads Project in El Granada and Princeton-by-the-Sea Areas Project in an amount not to exceed \$14,500.00.**

9) MEETINGS ATTENDED/SCHEDULED:

- A. Committee for Regional Water Supply Reliability - March 7, 2002  
Attended by Director Mickelsen: Director Mickelsen was unable to attend.
- B. Regional Water Summit - "Water - The Next Big Crisis?" Sponsored by BAWUA, City of San Jose, San Jose State University, San Jose Water Co., Santa Clara Valley Water District and SBC Pacific Bell - March 26, 2002 - San Jose State University: The General Manager and Directors Larimer, Marsh and Mickelsen will be attending.

10) CITIZENS COMMENTS:

*Leonard Woren, PO Box 1375, El Granada:* requested initiation of a dialogue between the Sanitary District and CCWD regarding water reclamation efforts when appropriate. He also urged the District to request more advanced notice from the County for projects such as the current road paving project.

11) AGENDA ITEMS AND DIRECTOR COMMENTS:

Director Marsh asked for more timely and expanded information in the agenda packet, which led to discussion of whether the Board preferred more agenda items and less staff reports or vice versa. He also requested agendaizing an overview of the District's responsibilities as the lead agency in determining negative declaration vs. full EIR.

Director Larimer wanted to know if Board members were required to attend the hydraulic model training. He was advised that it is open to anyone who wants to attend.

President Wittrup reminded Director Marsh that he will be responsible for reviewing the financial statements next month.

- 12) ATTORNEY'S REPORT: The Board went to Closed Session at 10:45 to discuss the items on the Attorney's Report.
- A. CLOSED SESSION - CONFERENCE WITH LABOR NEGOTIATORS: Agency Designated Representatives: General Manager, District Counsel; Unrepresented Employees: Temporary and Part-Time Employees, Administrative Staff.
  - B. CONFERENCE WITH LABOR NEGOTIATORS: Agency Designated Representative: District Legal Counsel. Unrepresented employee: General Manager.
  - C. CONFERENCE WITH LABOR NEGOTIATORS/PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Agency Designated representatives: General Manager, District Counsel. Position being considered: District Engineer.
  - D. CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Cal. Government Code Section 54956.9) Beuth v. Coastside County Water District - SMSC Case No. 407917:

The Attorney will present a written report of action taken in Closed Session to be attached as part of these Minutes.

- 13) ADJOURN: The Recording Secretary was not present for adjournment which occurred after Closed Session. The next regular meeting of the Board of Directors will be on April 9, 2002 at 7:30 p.m.

Respectfully submitted,

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Ed Schmidt, General Manager

APPROVED:

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Eleanor Wittrup, President