

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

**MINUTES OF THE REGULAR AND SPECIAL MEETINGS  
OF THE BOARD OF DIRECTORS**

**January 10, 2006**

- 1) **ROLL CALL:** President Mickelsen called the meeting to order at 7:33 p.m. Present at roll call were Directors Jim Larimer, Ken Coverdell and John Muller. Director Ascher was absent.

Also present were Ed Schmidt, General Manager; Anthony Condotti, Legal Counsel; Jim Teter, District Engineer; Joe Guistino, Superintendent of Operations; Amanda Cox, Water Conservation Coordinator, JoAnne Whelen, Administrative Assistant/Recording Secretary, and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE:** Everyone stood for the Pledge of Allegiance.

- 3) **SPECIAL ORDER OF BUSINESS:**

A. **Administration of Oath of Office to Newly Elected Directors:  
Chris Mickelsen and Everett Ascher**

Former Coastside County Water District President John Muller administered the oath of office to the two newly elected Directors.

Election Certification certificates from the County of San Mateo were then presented to President Mickelsen and Director Ascher.

President Mickelsen expressed his appreciation to all those who had allowed him to be re-elected to the Board, and to the CCWD Directors and added that it had been a privilege to serve the Board and the community, and was very proud of their accomplishments, over the past year and was looking forward to another productive and successful year.

Director Ascher reiterated that it had been a privilege and honor to serve on the CCWD Board and was looking forward to serving for another four years. He acknowledged the exceptional leadership of former President John Muller and current President Chris Mickelsen. He then requested that the Board pass a Resolution acknowledging the Board's appreciation of President Mickelsen's dedication and outstanding leadership over the past year.

**ON MOTION by Director Coverdell and seconded by Director Larimer, the Board voted unanimously to accept a Resolution expressing the Board's appreciation for President Mickelsen's leadership and dedication over the past year**

Director Larimer	Aye
Director Ascher	Aye
Director Coverdell	Aye
Director Muller	Aye
President Mickelsen	Aye

**B. Administration of Oath of Office to Newly Elected Directors:  
Chris Mickelsen and Everett Ascher**

President Mickelsen opened the nominations for Board President by nominating Director Asher. There were no further nominations.

**ON MOTION by Director Coverdell and seconded by Director Muller, the Board voted as follows to close the nominations for Board President:**

Director Larimer	Aye
Director Ascher	Abstain
Director Coverdell	Aye
Director Muller	Aye
President Mickelsen	Aye

Director Ascher requested that President Mickelsen continue in his role as Board President for the duration of the meeting.

Director Ascher nominated Director Larimer to serve as Board Vice-President.

**ON MOTION by Director Ascher and seconded by Director Coverdell, the Board voted as follows to close the nominations for Board Vice-President:**

Director Larimer	Aye
Director Ascher	Aye
Director Coverdell	Aye
Director Muller	Aye
President Mickelsen	Aye

President Mickelsen congratulated Directors Ascher and Larimer.

**4) PUBLIC ANNOUNCEMENTS**

There were no public announcements.

**5) CONSENT CALENDAR**

- A. **Requesting the Board to review disbursements for the month Ending December 31, 2005 - Claims: \$543,121.79; Payroll: \$77,927.98 for a total of \$621,049.77**
- B. **Acceptance of Financial Reports**
- C. **Minutes of the December 13, 2005 Board of Directors Meeting**

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

**ON MOTION by Director Ascher and seconded by Director Muller, the Board voted unanimously to accept the Consent Calendar in its entirety:**

Director Larimer	Aye
Director Ascher	Aye
Director Coverdell	Aye
Director Muller	Aye
President Mickelsen	Aye

**6) WATER CONSERVATION COORDINATOR'S REPORT**

Ms. Cox addressed the Board and recapped the activities outlined in the water conservation staff report, including a six-month update on the rebate and fixture program, the finalized 2005 Urban Water Management Plan, and her recent workshop provided for a local Brownie and Junior Girl Scout troop. Ms. Cox also distributed a new piece of literature available at the District from Sunset magazine featuring backyard designs for new homes.

7) **SUPERINTENDENT OF OPERATIONS' REPORT**

- A. **Superintendent of Operations Monthly Report**
- B. **Water Service Connections Installed, Priority and Non-Priority**
- C. **Total CCWD Production, Sales by Category, monthly leak Report, Rainfall Reports**
- D. **San Francisco Public Utilities Commission Hydrological Conditions Report for November 2005**

Joe Guistino, Superintendent of Operations, referenced his written Operations Reports and proceeded to report on the highlights over the past month, including the near completion of the Denniston Filter Media Project, the new turbidimeter at the Denniston Water Treatment Plant, and the replacement of the streaming-current analyzer at the Nunes Water Treatment Plant. Mr. Guistino also reported on the recent safety equipment purchases and installations and the interviews for the recruitment of the new water treatment supervisor position.

The Superintendent also provided the Board with the details of the recent cleaning and maintenance activities at the Denniston Water Treatment Plant.

Director Coverdell requested that the Superintendent provide an analysis of the impact that the recent improvements have made on the Denniston Water Treatment Plant operations.

8) **REPORT OF THE GENERAL MANAGER**

- A. **Presentation of cost estimates for needed Water Treatment Plant upgrades to meet revised water quality standards**

The General Manager introduced this item and informed the Board that Michael Zafer of Camp Dresser McKee, Inc. (CDM) has been working for the District for approximately the past seven months, to produce a list of necessary projects to ensure that both water treatment plants (WTP) will be in compliance with the new water quality standards, particularly the Stage 2 Disinfection Byproducts Rule and the Long Term 2 Enhanced Surface Water Treatment Rule.

Mr. Zafer began his presentation and distributed two hand-outs, the first being tables of the various recommended and required improvements and upgrades, and the other being a schedule of the implementation of the short-term priority improvement projects.

Mr. Zafer explained that the objective of this phase of the water treatment plant improvement project was to identify necessary improvements to both water treatment plants to meet existing and anticipated regulations, as well as other criteria. Mr. Zafer then briefly discussed the two treatment facilities and the breakdown of the improvement categories, (1) priority improvements (short-term), which are absolutely necessary to meet regulations and (2) long-term required improvements. Mr. Zafer then reviewed each of the Priority (short-term) improvements for the Denniston WTP in 2006.

Mr. Zafer then reviewed each of the categories of the conceptual level cost estimates associated with the improvements listed in table 1A for the Denniston WTP. He advised the Board that out of the estimated approximately 1.2 million dollars for these tasks, that at this stage of estimating, the accuracy of this estimate could be as much as 30% low or 50% high as compared to the anticipated construction and capital costs for the actual improvements. Mr. Zafer then addressed a few questions from the Board.

The General Manager suggested to the Board that due to the fact that there is money left in the budget for this project, that CDM begin the design of these plant improvements and upgrades and provide an updated report each month to the Board on the progress of the projects.

Director Larimer requested that CDM's spreadsheet be revised so that projected costs can be changed, adjusted and recomputed.

Director Muller recommended that staff continue to explore water treatment facility grants, possibly through the Environmental Protection Agency and others.

**ON MOTION by Director Muller and seconded by Director Coverdell, the Board voted as follows to expend the remaining funds to start the design of the water treatment facilities upgrades**

Director Larimer	Aye
Director Ascher	Aye
Director Coverdell	Aye
Director Muller	Aye
President Mickelsen	Aye

**B. Update on the status of the El Granada Pipeline Replacement Project - Phase 3A and 3B - completion of design and submittal of permit applications to the San Mateo County and City of Half Moon Bay Planning Departments**

The General Manager distributed reduced sets of the drawings for Phase 3A and 3B of the El Granada Pipeline Replacement project and indicated, on the large map of the District's water system, where precisely the pipeline is being replaced.

Mr. Schmidt also informed the Board that the City of Half Moon Bay has expressed concerns about the project, and is considering requiring CCWD to prepare an addendum to the previously adopted Negative Declaration requirements. Mr. Schmidt reported that he had provided a response to the City's recent letter, requesting that the City furnish new information that they feel requires reevaluation of the District's environmental analysis. The District's Legal Counsel, Tony Condotti further explained that there are specific legal standards that apply and special circumstances when a certified CEQA document can be re-opened, and that the District has not yet received a response from the City regarding this issue.

**C. Discussion and possible direction to staff on the Policies and Procedures for Awarding Contracts - Resolution 2004-18**

Mr. Schmidt reported that this item had been placed on the agenda at the request of a Board member and referred the Board to Resolution 2004-18.

Director Larimer stated that he felt the policies and procedures for awarding contracts should be reviewed. He requested that this Resolution be examined and evaluated by the Finance Committee members, with a recommendation provided at the next Board meeting.

**D. Discussion and possible direction to staff to coordinate a follow-up meeting to the April 28, 2005 Water Summit, titled Public Forum on Restoring Pilarcitos Watershed.**

The General Manager introduced this item, referencing that seventeen agencies had participated in the April 2005 Water Summit. Director Muller stated that it was his understanding that on Sunday, February 26, 2006 the Committee for Green Foothills is scheduled to host an event regarding the Pilarcitos Watershed. Director Muller recommended that the District participate in this event.

**E. Discussion and possible direction to staff on the attached temporary Water Treatment Plant Operations Plan for the Denniston Water Treatment Plant**

The General Manager provided a brief background on this item, explaining that water quality is monitored for two areas, (1) effluent from water treatment plants and (2) water in the distribution system immediately before entering the individual water service lines. Mr. Schmidt then proceeded to review some measures and directives in the way of a temporary operations plan that the District has put in place in order to help the water treatment plants meet discharge requirements until the short and long term plant enhancements are constructed.

Director Ascher requested that a column be added to the Directives Tracking sheet that would include a “task completion date”.

The General Manager reported that the District is on track with the tasks. Director Muller expressed his appreciation of the updates on the operations procedures, and stated that they were encouraging and beneficial.

**F. Status Report on major Capital Improvement Projects**

President Mickelsen thanked the General Manager for the valuable information in pointing out the District's various projects on the map earlier in the evening.

**G. General Manager Activities**

There were no comments or questions on this item.

**H. Correspondence: Letter dated December 27, 2005 from Montara Water and Sanitary District (MWSD) to Martha Poyatos of the Local Agency Formation Commission regarding MWSD's Service Area**

There were no comments or questions on this item.

**9) ENGINEER'S REPORT**

**A. Engineering Projects Received in December, 2005**

The Engineer reported that no new projects had been received for review in December 2005.

**B. District Engineer Work Status Report**

Mr. Teter reported that there was little development on the current projects, as he had been involved in various other priority projects assigned by the General Manager, but expected progress to resume on his current work assignments within the next week or two.

**10) MEETINGS ATTENDED/SCHEDULED - BOARD OF DIRECTORS**

President Mickelsen reported that he would be attending the upcoming LAFCO and BAWSCA meetings. Director Muller passed on two binders he recently obtained from ACWA containing information on such issues as water growth and resources, land-use planning in connection with water, etc.

Director Ascher reported that he and the General Manager would be attending the Special District Governance Seminar scheduled for February 16<sup>th</sup> and 17<sup>th</sup>, 2006.

**11) AGENDA ITEMS AND DIRECTOR COMMENTS**

There were no comments or questions on this item.

At this point in the meeting, Mr. Condotti suggested that the Board reconvene the open session portion of the special meeting, to be conducted at the conclusion of the regular Board meeting, referencing the Local Agency Formation Commission (LAFCO) item. **At which point the Board convened the Special Meeting and called Special Meeting Agenda Item 2.**

**SPECIAL MEETING (AGENDA ITEM 2) Local Agency Formation Commission (LAFCo) - Notice of Meeting of Special District Selection Committee to Elect Special District Member on San Mateo LAFCo Pursuant to Section 56332**

The General Manager provided a brief staff report and the Board discussed the item.

**ON MOTION by President Ascher, seconded by Director Muller, the Board unanimously adopted Resolution No. 2006-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COASTSIDE COUNTY WATER DISTRICT APPOINTING DIRECTOR MICKELSEN TO SERVE AS AN ALTERNATE TO THE BOARD PRESIDENT ON THE LOCAL AGENCY FORMATION COMMISSION INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE**

**CLOSED SESSION:**

**Regular Meeting:**

- 12.A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Cal. Government Code Section 54956.9) Joyce Yamagiwa Trustee v. City of Half Moon Bay; CCWD, et al SMSC Case No/ CIV449464**

**Special Meeting:**

- 3.A PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Cal. Govt. Code §§54957): Title: General Manager**

The concurrent regular and special meeting adjourned to closed session at approximately 9:12 p.m. with Directors Ascher, Larimer, Mickelsen, Muller and Coverdell present, along with General Manager Ed Schmidt and Legal Counsel Anthony Condotti. The Board reconvened to open session at approximately 9:50 p.m. No members of the public were present and no action was reported. Whereupon the meeting was adjourned.

**13) ADJOURNMENT**

The next regular meeting of the Coastside County Water District Board of Directors is scheduled for Tuesday, February 14, 2006 beginning at 7:30 p.m.

**Respectfully submitted,**

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**Ed Schmidt, General Manager**

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**Everett Ascher, President**