

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, January 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, Steve Flint, and Vice-President Glenn Reynolds.

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

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** - Steve McGrath, San Mateo County Harbor District - Mr. McGrath, General Manager for the San Mateo County Harbor District, introduced himself to the Board, stating that he looked forward to a continued good working relationship between the agencies.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending December 31, 2015:
Claims: \$780,917.94; Payroll: \$135,608.34 for a total of \$916,526.28
➤ *December 2015 Monthly Financial Claims reviewed & approved by Director Mickelsen*
- B. Acceptance of Financial Reports
- C. Monthly Water Transfer Report
- D. Approval of Minutes of December 8, 2015 Regular Board of Directors Meeting
- E. Approval of Minutes of December 17, 2015 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 - December 2015
- I. Monthly Emergency Main and Service Repairs Report
- J. Rainfall Reports
- K. SFPUC Hydrological Report for November 2015

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

ON MOTION BY Director Flint and seconded by Director Mickelsen 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	Aye
President Glassberg	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell summarized the recent Joint Recycled Water Committee meeting, which he commented was very well attended by all of the interested parties and included a very positive discussion among the agencies. Mr. Dickson added that the topic would be agendized for the February Board of Directors meeting for continued discussion of the project.

6) GENERAL BUSINESS

A. El Granada Pipeline Replacement Final Phase Project Award of Contract to EKI for Engineering Services During Construction and Construction Management

Mr. Dickson advised that this project is about ready to begin, that the permits and funds are now available, as well as the easement agreements. He reviewed the contract from Erler & Kalinowski, Inc., (EKI) for Engineering Services During Construction and Construction Management and outlined their scope of services, emphasizing the importance of a full-time inspector on a project of this sensitive nature.

Stephen Tarantino, P.E., Vice President of EKI, and Jonathan Sutter, P.E. Project Manager were both in attendance. Mr. Tarantino outlined the scope of work and answered questions from the Board members about the project.

ON MOTION BY Vice-President Reynolds and seconded by Director Flint, the Board voted to authorize the General Manager to execute a professional services agreement with EKI for engineering services during construction and construction management on the El Granada Pipeline Replacement Final Phase Project (Project) for a time-and-materials costs not to exceed \$133,200:

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

B. El Granada Pipeline Replacement Final Phase Project Award of Construction Contract to Stoloski & Gonzales, Inc.

Mr. Dickson summarized the bids received for this project, advising that staff has verified that the low bid, submitted by Stoloski & Gonzales, Inc., is responsive to the District’s requirements and recommends awarding the contract to them.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to authorize the General Manager to execute a contract with Stoloski & Gonzales, Inc. for construction of the El Granada Pipeline Replacement Final Phase Project (Project) for the lump sum amount of \$661,336:

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

C. El Granada Pipeline Replacement Final Phase Project Agreement Between Coastside County Water District and Tom and June Minaidis for Acquisition of Permanent and Temporary Construction Easements and Joint Escrow Instructions

Mr. Dickson provided the background of this agenda item and advised that the Minaidises had agreed to sell permanent and temporary construction easements to the District in accordance with the proposed Agreement.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted to authorize the General Manager to execute the Agreement for Acquisition of Permanent and Temporary Construction Easements and Joint Escrow Instructions (Agreement) between the District and Tom and June Minaidis:

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

D. Quarterly Financial Review

Ms. Rogren reviewed the year to date revenue, year-to-date expenses, other savings and water purchase costs and pumping expenses. A brief discussion ensued about the District’s local water sources, noting that higher use of local sources in the January – March 2016 period could produce additional savings in SFPUC water purchase costs.

E. Coastside County Water District Board Committees

President Glassberg reported one change on the District’s Board Committees with Director Reynolds replacing Director Glassberg on the Recycled Water Committee, so the members of the committee would now include Directors Coverdell and Reynolds.

7) MONTHLY INFORMATIONAL REPORTS

A. Operations Report - Mr. Guistino reviewed the monthly highlights, including the successful running of the Denniston Water Treatment Plant for the past month. He updated the Board on the progress of the Stone Dam Pipeline Replacement Project, the completion of the Washington-Ventura Street Main Replacement Project, and the El Granada Tank 3 Rehabilitation Project.

B. Water Resources Report - Mr. Dickson advised that Ms. Brennan was not in attendance and referenced her staff report, which was included in the Board packet.

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 8:03 p.m.

Respectfully submitted,

David R. Dickson General Manager
Secretary of the District

Arnie Glassberg, President
Board of Directors