

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, February 13, 2018

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

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 January 31,2018:
Claims: \$611,804.85; Payroll: \$97,172.79 for a total of \$708,977.64
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 9, 2018 Regular Board of Directors Meeting
- D. Approval of Minutes of January 17, 2018 Special Board of Directors Meeting
- E. Monthly Water Service Connection Transfer Report
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report - January 2018
- I. Monthly Rainfall Reports
- J. S.F.P.U.C. Hydrological Report for the month of December 2017
- K. Notice of Completion - Denniston Treated Water Pump Station & Transmission Pipeline Project
- L. Notice of Completion - El Granada Tank 1 - Slide Stabilization Project

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

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

Vice-President Coverdell	Aye
Director Glassberg	Aye
Director Mickelsen	Aye
Director Reynolds	Aye
President Feldman	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reports of meetings attended.

6) GENERAL BUSINESS

A. District Transparency Certificate of Excellence awarded through the Special District Leadership Foundation

Mr. Dickson introduced this item, advising the Board that originally a representative from the Special District Leadership Foundation was scheduled to present the District Transparency Certificate of Excellence award, however the representative had become ill and was not able to attend the Board meeting. He provided a brief background about the program and recognized JoAnne Whelen's efforts in achieving the District's award.

B. Contract with Dal Porto Electric for Denniston Pump Station Transformer Work

Mr. Derbin explained the need for the installation due to the new electrical demand following the installation of the Denniston Finished Water Pump Station. He briefly summarized the components of the project, the work schedule, and the list of contractors bidding the project, followed by a request to award the contract to Dal Porto Electric.

ON MOTION BY Director Coverdell and seconded by Director Reynolds, the Board voted by roll call vote to authorize the General Manager to execute a contract with Dal Porto Electric for the installation of a PG&E transformer pad with protective bollards, underground electrical conduit, wires and grounding, and a 400 Amp 277/480 volt 4-wire main service enclosure for a cost of \$38,840:

Vice-President Coverdell	Aye
Director Glassberg	Aye
Director Mickelsen	Aye
Director Reynolds	Aye
President Feldman	Aye

C. **Fiscal Year 2018-2019 Budget Process Timeline**

Ms. Rogren reviewed the updated Budget Process Timeline and goals of the various scheduled meetings.

D. **Draft Fiscal Year 2018-2019 Operations Budget and Draft Fiscal Year 2018/2019 to 2027/2028 Capital Improvement Program (CIP)**

Ms. Rogren began her presentation with an introduction to the District's Fiscal Year 2018/2019 proposed Operations Budget, including a review of key assumptions and potential budget risks. She emphasized the impact of utilizing the District's local water sources, highlighting that in FY 2015/16, 50 MG was budgeted in annual production at Denniston and for FY 2018/2019, 200+ MG was budgeted.

Next Ms. Rogren presented the draft 10-year Capital Improvement Program (CIP), and focused on a review of the key projects projected in the 5-year draft plan. At this point President Feldman and Director Reynolds, both members of the District's Facilities Committee, briefly reported on their recent tour of the District's water tanks and the importance in pursuing evaluations and potential retrofitting of the District's tanks. Additionally, Ms. Rogren showed a comparison between Fiscal Year 2019 versus Fiscal Year 2018 with regards to the draft 5-year CIP, featuring a review of equipment purchases and replacement, facilities and maintenance, pipeline projects, pump stations, tanks and wells, water supply development, and water treatment plants.

7) **MONTHLY INFORMATIONAL REPORTS**

Assistant General Manager's Report

- **Advanced Metering Infrastructure (AMI)** - Ms. Rogren provided an update on the progress with the AMI installations.
- **SFPUC Memo from Steven Ritchie - Initial Water Supply Availability Estimate** - Ms. Rogren shared this recent memo advising that at this time SFPUC does not anticipate the need to request demand reductions for the retail and wholesale service areas.

A. **Superintendent of Operations Report**

Mr. Derbin reviewed the monthly operations highlights, including the addition of new delay pilots to the altitude valves on the Alves and El Granada 1 tanks to improve water quality, load testing of emergency generators, the status of the revised specifications and standards, new Environmental Protection Agency (EPA) required sampling, and a first-grade class tour of the Nunes Water Treatment Plant.

B. Water Resources Report

Ms. Brennan provided an informational report on the February 2018 Snow Survey results and summarized some actions the State Water Resources Control Board is considering with regards to proposed water conservation regulations.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

There was a brief break provided at 8:15 p.m. to clear the Board room to prepare for discussion of the Closed Session agenda item. The Closed Session discussion began at 8:22 p.m.

9) CLOSED SESSION

A. Conference with Legal Counsel - Anticipated Litigation

Significant Exposure to Litigation

Pursuant to Government Code Section 54956.9(d)(2)

One Potential Case

10) RECONVENE TO OPEN SESSION - The meeting reconvened to open session at 8:47 p.m., with Patrick Miyaki reporting that no action was taken in the closed session.

11) ADJOURNMENT - The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Robert Feldman, President
Board of Directors