

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 14, 2012

- 1) **ROLL CALL** - President Jerry Donovan called the meeting to order at 7:01 p.m. Present at roll call: Vice-President Glenn Reynolds, and Director Chris Mickelsen. Directors Ken Coverdell and Bryan Hannegan were absent.

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

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENTS**

President Donovan announced that although nine speaker slips had been submitted from members of the public, he had been informed that one representative would be speaking on the group's behalf. Mr. Scott Holmes stepped to the podium after distributing handouts to the Board members.

Scott Holmes, 635 Railroad, Half Moon Bay - Stated that he is the project engineer for the Big Wave Project and explained that one of the requirements in the project's application with the California Coastal Commission is the submittal of a "will serve" letter, or some form of commitment from a water district to serve the project. He advised that the Big Wave Project is providing a similar proposal to the Montara Water & Sanitary District. He added that Big Wave is requesting that proposed Board action includes that the District agree to annex the Big Wave Project into the District for the management of water and recycled water based on the approval by the California Coastal Commission, the Local Agency Formation Commission, the San Mateo County Health Department and the District's Engineer and Attorney. Additionally, he requested that direction be provided to

District staff to prepare cost estimates for the connection fees and management fees for the Big Wave Project. Mr. Holmes stated that the project is not in the permitting mode yet, and that this is just a request to satisfy one of the California Coastal Commission's requirements. Mr. Holmes then outlined the project's purpose and benefits and the proposed advantages the project could provide to the District. He also reviewed the proposed utility site plan and summarized the various proposed phases of the project.

4) CONSENT CALENDAR

- A. Approval of disbursements for the month ending January 31, 2012: Claims: \$773,198.54 Payroll: \$ 73,465.00; for a total of \$846,663.54
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 10, 2012 Board of Directors Meeting
- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report
- H. January 2012 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for January 2012
- K. Notice of Completion – Judith Court Replacement and Repaving Project

Mr. Dickson reported that Director Hannegan had reviewed the monthly financial claims and had advised him that he found all to be in order.

ON MOTION BY Director Mickelsen and seconded by Vice-President Reynolds, the Board voted as follows, by roll call vote, to accept and approved the Consent Calendar in its entirety:

Director Coverdell	Absent
Vice-President Reynolds	Aye
Director Hannegan	Absent
Director Mickelsen	Aye
President Donovan	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Vice-President Reynolds reported that he had attended the recent meeting of the San Mateo County Special Districts Association. President Donovan noted that he had met with the General Manger and Vice-President Reynolds in the January 25, 2012 meeting of the Facilities Committee.

6) GENERAL BUSINESS

A. Coastside County Water District Fiscal year 2012-2013 Budget Timeline

Mr. Dickson presented the Fiscal Year 2012/2013 Budget Timeline, which had recently been reviewed by members of the Finance and the Facilities Committees. He reported that staff had slightly modified this timeline from the ones used in previous years, to provide for increased opportunities for public input. Additionally, Mr. Dickson explained details of staff's outreach campaign, which includes bill stuffers in the March-April and May-June billing cycles, notices on the District's website and information broadcast via e-mail newsletter and social media sites. He advised that staff is seeking the Board's approval of this Fiscal Year 2012/2013 budget timeline schedule.

Director Mickelsen supported the concept and agreed that this change in the budget schedule would be a positive approach and would allow the community more opportunities to provide their input in the District's budget process. President Donovan thanked staff for making this modification to the budget schedule and said he appreciated the additional time and opportunity the public will now have to participate in the process.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to approve the Fiscal Year 2012/2013 Budget Timeline as presented:

Director Coverdell	Absent
Vice-President Reynolds	Aye
Director Hannegan	Absent
Director Mickelsen	Aye
President Donovan	Aye

B. Approval of Change Order No. 6 for Half Moon Bay Tank 1 Repair and Recoating Project

Mr. Guistino provided the background of this project and explained the nature of the necessary repairs that became apparent as the project progressed. He summarized details of the work included in the change order and answered a few questions from the Board.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted as follows, to approve Change Order # 6 for \$24,800. for repairs to Half Moon Bay Tank 2 as part of the Half Moon Bay Tank 1 Repair and Recoating Project:

Director Coverdell	Absent
Vice-President Reynolds	Aye
Director Hannegan	Absent
Director Mickelsen	Aye
President Donovan	Aye

C. Award of Contract for Denniston Water Treatment Plant Operations and Maintenance Manual Update

Mr. Dickson informed the Board that the California Department of Health regulations requires that the District have an Operations and Maintenance (O&M) Manual for each of the District's water treatment plants, specifying how the plants are to be operated. He advised that Kennedy/Jenks Consultants will prepare updates for the Denniston O&M Manual covering the new procedures they have designed. Mr. Dickson recommended that the Board authorize staff to execute a professional services contract with Kennedy/Jenks Consultants for preparation of Operations and Maintenance Manual Updates for the Denniston Creek Water Treatment Plant Improvements Project at a time-and- materials cost not to exceed \$37,810.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted as follows, to authorize staff to execute a professional services agreement with Kennedy/Jenks Construction for preparation of Operations and Maintenance Manual Updates for the Denniston Creek Water Treatment Plant Improvements Project, at a time-and-materials cost not to exceed \$37,810.00:

Director Coverdell	Absent
Vice-President Reynolds	Aye
Director Hannegan	Absent
Director Mickelsen	Aye
President Donovan	Aye

7) GENERAL MANAGER'S REPORT

1. SFPUC Proposed Rate Increase for Fiscal year 2012-2013

Mr. Dickson reviewed details of SFPUC's proposed rate increase. He also advised that this anticipated rate increase is consistent with the projection in the District's long term financing plan.

2. El Granada Pipeline Leak Update

Mr. Dickson reminded the Board that it was reported at the January 10, 2012 Board meeting that staff had discovered a leak on the El Granada Pipeline at the north end of the jack-and-bore crossing under Arroyo de en Medio. He reported that the bypass piping continues to operate without any problems and that staff is assembling information on the pipeline's construction in that area. He added that staff has requested proposals from two consulting engineering firms experienced in pipeline projects to assist in developing and executing a plan to locate the leak, identify the cause, and repair the pipeline. He reported that he anticipated presenting a detailed report on the problem and recommended approach to repairing the pipeline at the March 13, 2012 Board of Directors meeting.

A. Operations Report

Mr. Guistino reported that the Denniston Water Treatment Plant Improvement Project is progressing on schedule and that the structural component for the wash water clarifiers is now under construction. He provided updates on other current projects, including the El Granada Tank 2 Repair and Recoating Project, and the Crystal Springs Alternative Intake Project.

B. Water Resources Report

Ms. Brennan reviewed results of the recent California Department of Water Resources Snow Survey, which indicates that the statewide water content is 37% of average to date and also noted that local precipitation for this water year is approximately 46% of average to date. She advised that this has triggered a review of the District's Water Shortage Contingency Plan to assist in determining when staff may decide to request that the Board of Directors activate Stage 1 of the plan. Ms. Brennan also informed the Board about the advertising campaign to promote the free BAWSCA Spring Landscaping Classes.

8) DIRECTOR AGENDA ITEMS - REQUEST FOR FUTURE BOARD MEETINGS

There were not comments or requests from the Board members.

9) ADJOURNMENT

ON MOTION BY Director Mickelsen and seconded by Vice-President Reynolds, the Board voted as follows, to adjourn the February 14, 2012 meeting of the Coastside County Water District's Board of Directors:

Director Coverdell	Absent
Vice-President Reynolds	Aye
Director Hannegan	Absent
Director Mickelsen	Aye
President Donovan	Aye

The meeting was adjourned at 7:38 p.m. The next regular meeting of the Coastside County Water District Board of Directors is scheduled for Tuesday, March 13, 2012.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the Board

Jerry C. Donovan, President
Board of Directors