

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, March 8, 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, and Vice-President Glenn Reynolds. Director Steve Flint was absent.

Also present: David Dickson, General Manager; Mary Rogren, Assistant 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 COMMENT** - There were no public comments.

- 4) **PUBLIC HEARING**

- **To allow community input on Coastside County Water District's Water Shortage Contingency Plan**
- **Consider Resolution 2016-01 Authorizing the Approval of a Water Shortage Contingency Plan**

President Glassberg opened the Public Hearing at 7:01 p.m. Ms. Brennan provided a presentation explaining that water shortage contingency planning and analysis is required for urban water suppliers and must be included in the water supplier's Urban Water Management Plan. She reviewed the requirements of the Urban Water Management Plan, the updates, and the objectives and elements of the Plan. Ms. Brennan responded to a few questions and comments from the Board members. There were no public comments. President Glassberg closed the Public Hearing at 7:50 p.m., at which time there was no additional discussion.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to adopt Resolution 2016-01 Authorizing the Adoption of a Water Shortage Contingency Plan:

| | |
|--------------------------------|---------------|
| Director Mickelsen | Aye |
| Director Coverdell | Aye |
| Director Flint | Absent |
| Vice-President Reynolds | Aye |
| President Glassberg | Aye |

5) CONSENT CALENDAR

- A.** Approval of disbursements for the month ending February 29, 2016:
Claims: \$539,321.52; Payroll: \$86,733.64 for a total of \$626,055.16
➤ *February 2016 Monthly Financial Claims reviewed & approved by Director Reynolds*
- B.** Acceptance of Financial Reports
- C.** Approval of Minutes of January 26, 2016 Special Board of Directors Meeting
- D.** Approval of Minutes of February 9, 2016 Regular Board of Directors Meeting
- E.** Installed Water Connection Capacity and Water Meters Report
- F.** Total CCWD Production Report
- G.** CCWD Monthly Sales by Category Report – February 2016
- H.** Monthly Emergency Main and Service Repairs Report
- I.** Rainfall Reports
- J.** Notice of Completion – Administration Building Repair/Remodeling Project
- K.** SFPUC Hydrological Report for January 2016

Vice-President Reynolds reported that he had reviewed the monthly financial claims and found all to be in order.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to accept and approve the Consent Calendar in its entirety:

| | |
|--------------------------------|---------------|
| Director Mickelsen | Aye |
| Director Coverdell | Aye |
| Director Flint | Absent |
| Vice-President Reynolds | Aye |
| President Glassberg | Aye |

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reported meetings or Director comments.

7) GENERAL BUSINESS

A. Resolution of Intention to Approve an Amendment to Contract with California Public Employees’ Retirement System for Partial Service Retirement

Mr. Dickson provided the background of this agenda item, explaining that this Resolution of Intention would be the first step to complete a partial service retirement contract modification. He advised that under this potential option, a District employee eligible for retirement may reduce work time between 20% and 60% and receive a partial service retirement allowance corresponding to the reduction.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote, to approve Resolution 2016-02, a Resolution of Intention to Approve an Amendment to Contract Between the Board of Administration California Public Employees’ Retirement System and the Board of Directors Coastside County Water District.

| | |
|-------------------------|--------|
| Director Mickelsen | Aye |
| Director Coverdell | Aye |
| Director Flint | Absent |
| Vice-President Reynolds | Aye |
| President Glassberg | Aye |

B. Amended Fiscal Year 2016-2017 Budget Process Timeline

Mr. Dickson presented the revised and updated Budget Process Timeline, noting that staff would be contacting the Board members to schedule the additional committee meetings and the budget workshop.

C. Draft Fiscal Year 2016-2017 Operations Budget and Draft Fiscal Year 2016/2017 to 2025/2026 Capital Improvement Program

Ms. Rogren presented the draft budget and highlighted the budget-to-budget comparison. Draft operating expense key assumptions, budget risks, and the draft proposed capital improvement program projects were also reviewed. Mr. Dickson and Ms. Rogren answered a few questions from the Board members.

8) GENERAL MANAGER’S REPORT & MONTHLY INFORMATIONAL REPORTS

- Recycled Water Update - Mr. Dickson advised the Board that the next SAM-CCWD joint Recycled Water Committee meeting has been scheduled for March 21, 2016. Mr. Dickson and Ms. Rogren shared Ms. Rogren’s brief photo presentation of a recent tour of the Silicon Valley Advanced Water Purification Center attended by some staff members.
 - March 3, 2016 BAWSCA Water Supply Management Representatives Meeting - Mr. Dickson briefed the Board on this recent meeting, including an optimistic summary of the status of SFPUC’s water supply. He also advised that there was significant discussion devoted to several BAWSCA agency initiatives exploring potable reuse of recycled water.
- A. Operations Report - Mr. Guistino reviewed monthly operations highlights, including well activity, and the Stone Dam Pipeline Replacement Project.

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items from the Board.

10) ADJOURNMENT - The meeting was adjourned at 8:46 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Arnie Glassberg, President
Board of Directors