

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, March 14, 2017

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

- A. Approval of disbursements for the month ending February 28, 2017:
Claims: \$754,267.67; Payroll: \$87,861.52 for a total of \$842,129.19
➤ *February 2017 Monthly Financial Claims reviewed and approved by Director Glassberg*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of February 14, 2017 Special & Regular Board of Directors Meetings
- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - February 2017
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. Approval for Vice-President Feldman to attend the Association of California Water Agencies (ACWA) Spring Conference in Monterey - May 9th - 12th, 2017
- K. S.F.P.U.C. Hydrological Report for the month of January 2017

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

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reports of meetings attended or Director comments.

6) GENERAL BUSINESS

A. Fiscal Year 2017-2018 Budget Process Timeline

Ms. Rogren reviewed the proposed timeline schedule for upcoming budget meetings and outreach activities.

B. Draft Fiscal Year 2017-2018 Operations Budget and Draft Fiscal Year 2017/2018 to 2026/2027 Capital Improvement Program

Ms. Rogren introduced discussion of the budget, highlighting some budget to budget comparisons with the Operations Budget, reviewed the current Capital Improvement Program Budget and summarized budget risks and opportunities with respect to water sales, water purchases and electricity and unplanned maintenance and repairs. Brief discussion ensued among the Board members. The Board complimented staff on the comprehensive budget format and presentation

C. Appointment of Director to the Boards of the Bay Area Water Supply and Conservation Agency (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA)

ON MOTION BY Director Coverdell and seconded by Director Glassberg, the Board voted by roll call vote, to appoint and administer the oath of office to Director Chris Mickelsen to serve on the Board of the Bay Area Water Supply and Conservation Agency:

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

ON MOTION BY Director Glassberg and seconded by Director Coverdell, the Board voted by roll call vote, to appoint and administer the oath of office to Director Chris Mickelsen to serve on the Board of the Bay Area Regional Water System Financing Authority (RFA):

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

Patrick Miyaki, District's Legal Counsel, then individually administered to Director Chris Mickelsen the oaths of office for a member of the Board of Directors for both the Bay Area Water Supply and Conservation Agency and the San Francisco Bay Area Regional Water System Financing Authority.

D. Update on California Public Records Act Disclosure Requirements

Mr. Miyaki reported on the California Supreme Court's determination that when a public official or employee uses a personal account to communicate about the conduct of public business, the writings are subject to disclosure under the California Public Records Act, if those writings are not otherwise exempt from the disclosure requirements. Mr. Miyaki further advised that he would be coordinating with Mr. Dickson to review the implications of this decision and the Board would receive updated reports including further guidance in the use of personal accounts and devices for conducting District business.

7) GENERAL MANAGER'S REPORT AND MONTHLY INFORMATIONAL REPORTS

- **Pilarcitos Canyon Emergency Road Repairs** - Mr. Dickson explained that once the road repairs were completed, high creek flows caused by the heavy rains of February 20, 2017 caused extensive additional damage in the canyon, and that a fallen tree had broken the District's plastic temporary Stone Dam pipeline, resulting in another emergency under the District's procurement policy. He advised that Andreini Brothers, supervised by Distribution Supervisor John Davis, worked for several days placing additional rock to prevent further stream bank erosion. Mr. Dickson showed photos of this work, noting that the cost of these emergency repairs, including required environmental monitoring, will be approximately \$65,000. He summarized the total cost of repairing Pilarcitos Canyon damage due to the February storms to be approximately \$100,000.

A. Assistant General Manager's Report

- **ACWA-JPIA Property Insurance Appraisal** - Ms. Rogren reported that the District's asset schedules and associated coverages were confirmed to be in order by the ACWA-JPIA representative and advised that staff had learned that there would be no significant decreases in the District's premium costs if

an increase in deductibles was pursued. Ms. Rogren additionally advised that staff also learned that effective April 1, 2017; the District's coverage will include underground pipelines on the premises or within 1,000 feet of covered assets at no additional charge.

- **SFPUC Annual Meeting** - Ms. Rogren advised that she attended the SFPUC annual meeting on February 16, 2017 where it was announced that there will be no wholesale rate increase in fiscal year 2017/2018.

B. Operations Report - Mr. Guistino highlighted a few recent District events, including storm damage, the California Conservation Corps' recent clearing of the stream at Denniston, and the recent interviews for the vacant Treatment/Distribution Operator position.

C. Water Resources Report - Ms. Brennan provided an informational report and summarized the Draft Water Audits and Water Loss Control Reporting Regulations.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no Director requests for future Board Meeting agenda items.

9) ADJOURNMENT - The meeting was adjourned at 8:26 p.m.

Respectfully submitted,

David Dickson, General Manager
Secretary to the District

Bob Feldman, Vice-President
Board of Directors