

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, July 10, 2012**

- 1) **ROLL CALL:** Vice-President Glenn Reynolds called the meeting to order at 7:02 p.m. Present at roll call: Directors Ken Coverdell, Bryan Hannegan and Chris Mickelsen.

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Gina Brazil, Office Manager. There were no members of the public in the audience.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENTS -** There were no public comments.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending June 30, 2012:  
Claims: \$1,392,023.07; Payroll: \$ 74,158.58; for a total of \$1,466,181.65
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 12, 2012 Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report
- G. June 2012 Leak Report
- H. Rainfall Reports
- I. San Francisco Public Utilities Commission Hydrological Report for June 2012
- J. Notice of Completion –Crystal Springs Intake Modification Project

**K. California Special Districts Association (CSDA) – 2012 Board Election  
Region 3, Seat A**

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

**ON MOTION BY Director Hannegan and seconded by Director Coverdell, the Board voted as follows, by roll call vote, to accept and approve the Consent Calendar in its entirety:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>Director Hannegan</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

Directors Mickelsen and Hannegan both reported that they had participated in the July 6, 2012 meeting of the District’s Human Resources Committee, which had been discussed previously during the special meeting.

**6) GENERAL BUSINESS**

**A. Election of Board President and Vice-President**

Director Coverdell opened the discussion by stating that he had reviewed the examples of Resolutions and Rules of the Board recently provided by Mr. Miyaki and commented that he was not sure there was an advantage to adopting a formal policy at this time and did not see the need to be confined by a set of regulations.

Director Mickelsen stated that he agreed with Director Coverdell and that he also did not see the need for a formal procedure and appreciated the flexibility the Board currently has to address the Board Presidency.

Director Hannegan commented that he was sensitive to the concerns raised previously in regards to having a familiarity with the District and its operations and that he was inclined to defer leadership roles to those individuals who have more seniority. He also stressed the importance of putting a policy or procedure in place that at a minimum, designates that

in the event of a vacancy of the President, the Vice-President must step in and preside over the meetings until such time that a President can be selected by the Board.

Vice-President Reynolds also agreed with having senior members of the Board serve as President and Vice-President, with the roles rotating among the Board members.

Board discussion ensued following Mr. Miyaki's clarification of the various requirements to address the officer positions.

**ON MOTION BY Director Coverdell and seconded by Director Hannegan, the Board voted as follows, by roll call vote, to elect Director Chris Mickelsen to serve as the Board's President, with Director Glenn Reynolds to continue to serve as Vice-President of the Board:**

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

Director Mickelsen deferred to Vice-President Reynolds to preside over the remainder of the meeting.

**B. Consider approval of Resolution 2012-04 Establishing Appropriations Limit Applicable to District during Fiscal year 2012-2013**

Mr. Dickson explained that the "appropriations limit" is the maximum amount of proceeds of taxes which the District can appropriate during the fiscal year and that this is an annual matter requiring the Board's approval.

**ON MOTION BY Director Hannegan and seconded by Vice-President Reynolds, the Board voted as follows, by roll call vote, to approve Resolution 2012-04 Establishing the Appropriations Limit Applicable to the District during Fiscal Year 2012-2013:**

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

C. **Approval of Change Order No. 7 for Denniston Creek Water Treatment Plant Improvements Project**

Mr. Dickson reported that Change Order No. 7 addresses electrical control work needed to incorporate existing instrumentation and filter controls into the new control panel provided under the project. He also advised that this added cost is included in funding for the project under the I-Bank loan.

Board discussion ensued, with Mr. Dickson providing additional details of the project status. He advised the Board that staff will have a presentation on the project at the August 14, 2012 Board meeting and suggested that an on-site tour of the project be scheduled after the August Board meeting.

**ON MOTION BY Director Coverdell and seconded by President Mickelsen, the Board voted as follows, by roll call vote, to authorize the execution of Change Order No. 7 for Denniston Creek Water Treatment Plant Improvement Project:**

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

7) **GENERAL MANAGER'S REPORT**

1. **Televising of CCWD Meetings and Possibility of Web Streaming**

Mr. Dickson reviewed the schedule of the CCWD Board meetings broadcast by Pacific Community Television and informed the Board that staff is researching the costs and technical requirements for possible live-web streaming of Board meetings and would report on the subject at a future Board meeting. He also reminded the Board that Board meeting video can be viewed on the District's website.

2. **Department of Water Resources Review of 2010 Urban Water Management Plan**

- Mr. Dickson reported that the Department of Water Resources recently reviewed the District's 2010 Urban Water Management Plan confirmed that the report met all of the requirements of the California Water Code. He added that this is a testament to the excellent work done by Cathleen Brennan, the District's Water Resource Analyst, working together with consultant West Yost Associates.

**A. Operations Report**

Mr. Dickson reported that Mr. Guistino was not in attendance at the meeting as he was on vacation, and offered to answer any questions the Board may have on the Monthly Operations Report.

**B. Water Resources Report**

Ms. Brennan provided further details regarding the 2010 Urban Water Management Plan and explained the District's role in providing support to the Health, Environmental, Agriculture and Learning (HEAL) project as part of the local school education program. She also mentioned other school programs the District supports, including tours of District facilities and lesson plans prepared by the American Water Works Association (AWWA) and by the Water Education Foundation.

Ms. Brennan also reported on the Alliance for Water Efficiency, a new program for the District that serves as a voice on water efficiency and facilitates an extensive network of water efficiency professionals in North America. She also shared the Certificate of Appreciation presented to the District from the Environmental Protection Agency's Water Sense Program for the District's participation in the program and in completing the voluntary reporting.

Director Hannegan commented that, as a parent of a kindergartener, he has witnessed the benefits of the HEAL project with his daughter and appreciated the introduction and interaction of natural sciences education, including the hydrologic cycle and water use efficiency.

**8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

Vice-President Reynolds expressed an interest in having two items placed on the agenda of a future Board meeting, including outreach options for the District and additional educational opportunities for Board participation with other agencies and organizations.

Director Hannegan commented that it was not an immediate priority, but that he would like to see proposed procedures for filling a vacancy of the Board's President position placed on an agenda and suggested that possibly the Human Resources Committee members could meet and follow up with recommendations to be presented at a future Board meeting.

**9) ADJOURNMENT**

**ON MOTION BY Director Hannegan and seconded by Director Coverdell, the Board voted as follows, by roll call vote, to adjourn the July 10, 2012 meeting of the Coastside County Water District's Board of Directors:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>Director Hannegan</b>	<b>Aye</b>
<b>President Mickelsen</b>	<b>Aye</b>

The meeting was adjourned at 7:58 p.m. The next meeting of the Coastside County Water District's Board of Directors is scheduled for Tuesday, August 14, 2012.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the Board

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Chris R. Mickelsen, President  
Board of Directors