

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, July 14, 2015

- 1) **ROLL CALL:** President Chris Mickelsen called the meeting to order at 7:01 p.m. Present at roll call: Vice-President Arnie Glassberg, Directors Ken Coverdell and Glenn Reynolds. Director Steve Flint was absent.

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; Mary Rogren, Assistant General Manager; 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 June 30, 2015:
Claims: \$523,615.56; Payroll: \$88,218.64 for a total of \$611,834.20
➤ *June 2015 Monthly Financial Claims reviewed by Vice-President Glassberg*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 9, 2015 Regular Board of Directors Meeting
- D. Approval of Minutes of June 30, 2015 Special 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 - June 2015
- H. June 2015 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Report for May 2015
- K. San Francisco Public Utilities Commission Hydrological Report for June 2015

Vice-President Glassberg 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 Reynolds the Board voted as follows, by roll call vote, to accept and approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Reynolds reported that he had attended a recent American Water Works Association (AWWA) meeting in Anaheim and shared the latest developments with automatic meter reading. Vice-President Glassberg stated that he had attended a recent impressive tour of Hetch Hetchy.

6) GENERAL BUSINESS

A. Award of Contract - Ventura/Washington Pipeline Replacement Project

Mr. Dickson explained that this project to replace the current cast iron pipeline is being pursued at this time due to the City of Half Moon Bay's plans to carry out extensive reconstruction of the deteriorated pavement on Ventura and Washington Streets in Miramar. Replacing this pipeline now will ensure that the new paving will not be compromised by main breaks, leak repairs, or new line construction. He advised that four bids were submitted, with the lowest being from Andreini Brothers, Inc. in the sum of \$396,571, and recommended that the Board approve the award of contract.

ON MOTION BY Director Coverdell and seconded by President Mickelsen, the Board voted as follows, by roll call vote, to authorize the General Manager to execute a contract with Andreini Bros., Inc. for the Ventura/Washington Pipeline Replacement Project at a lump-sum of \$396,571:

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

B. Approval of Class Specifications for Utility Billing Specialist and Water Efficiency Specialist

Mr. Dickson reviewed the background, explaining details of the two new positions discussed with the Board during the budget process and funded in the approved FY2015-2016 expense budget. Brief discussion ensued about the positions, with Mr. Dickson answering a few questions from the Board members.

ON MOTION BY Vice-President Glassberg and seconded by Director Reynolds, the Board voted as follows, by roll call vote, to approve the Class Specifications for the new Utility Billing Specialist and Water Efficiency Specialist positions:

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

C. Fiscal Year 2015-2016 Salary Schedule

Mr. Dickson explained that CalPERS requires that the Board approve a comprehensive District salary schedule showing current salary or salary range for every position.

ON MOTION BY Director Coverdell and seconded by Director Reynolds, the Board voted as follows, by roll call vote, to approve the Fiscal Year 2015-2016 Salary Schedule, effective July 1, 2015:

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

D. Fiscal 2014-2015 Year End – Preliminary Results

This was an informational agenda item. Ms. Rogren referenced the Period Budget Analysis and summarized the Fiscal Year 2014-2015 results. She reviewed items estimated to be near breakeven with the original budget, including water revenue, non-operating revenue, expenses, and contributions to reserves and the Capital Improvement Program.

E. Appointment of Recycled Water Committee

President Mickelsen introduced this agenda item, commenting that due to the renewed interest in recycled water in the community, he agreed with Mr. Dickson's recommendation to consider establishing a Recycled Water Advisory Committee. He suggested that since Director Coverdell served as the District's representative on the interagency group that successfully developed the Guiding Principles, he also serve as a member of this new Recycled Water Committee, and he appointed Vice-President Glassberg as the second member.

Mr. Dickson stated that this Recycled Water Committee would supersede the recycled water committee of some years ago, which had been dropped for lack of activity and due to members leaving the Board. Mr. Dickson then clarified that the purpose of this advisory committee is to proceed with and further the objectives in the guiding principles for recycled water that were approved by the District in January of this year and that all of the Sewer Authority Mid-Coastside (SAM) member agencies and the SAM Board have approved as well.

F. Consider approval of Resolution 2015-09 Establishing Appropriations Limit Applicable to District during Fiscal year 2015-2016

Mr. Dickson reported that the District must review the appropriations limit applicable to it annually and that the appropriations limit is the maximum amount of proceeds of taxes which the District can appropriate during the fiscal year. He also advised that because the appropriations limit is far in excess of the amount of proceeds from taxes available to the District, the increase will not have any effect upon the District's budget this year or in the foreseeable future.

ON MOTION BY Vice-President Glassberg and seconded by President Mickelsen, the Board voted as follows, by roll call vote, to adopt Resolution 2015-09 Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2015-2016:

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

G. California Special Districts Association (CSDA) - 2015 Board Election - Coastal Network - Seat A

Director Reynolds commented that out of the three candidates, he was most impressed with the candidate Robert "Bob" Blair's submission of a candidate statement. A brief discussion ensued, and the consensus of the Board was to designate Bob Blair for the position.

ON MOTION BY Director Reynolds and seconded by President Mickelsen, the Board voted as follows, by roll call vote, to cast the District's vote in support of Robert (Bob) Blair to serve as a representative to the California Special Districts Association (CSDA) Board of Directors Seat A on the Coastal Network:

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

7) GENERAL MANAGER'S REPORT AND MONTHLY INFORMATIONAL REPORTS

Mr. Dickson reported on the recent two-day Hetch Hetchy tour that he had attended.

A. Operations Report - Mr. Guistino was not present at the meeting, but Mr. Dickson answered a few questions from the Board members regarding the recent pipeline leaks.

B. Water Resources Report - Ms. Brennan informed the Board of the District's recent outreach efforts to advise customers of the new rules and regulations regarding water use. Mr. Dickson commended Ms. Brennan for the production of the District's recent Consumer Confidence Report, which he added was a very attractive and professional looking informational report.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Reynolds and President Mickelsen mentioned that they are both unable to attend the District's August Board meeting.

9) ADJOURNMENT - The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Arnie Glassberg, Vice-President
Board of Directors