

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, October 8, 2013

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

Also present were: David Dickson, General Manager, Joe Guistino, Superintendent of Operations, Patrick Miyaki, Legal Counsel; 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 September 30, 2013:
Claims: \$1,204,000.54; Payroll: \$76,097.10; for a total of \$1,208,097.64
➤ *September 2013 Monthly Financial Claims reviewed by Director Hannegan*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of September 10, 2013 Regular Board of Directors Meeting
- 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 - September, 2013
- H. September 2013 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for August 2013

Director Hannegan reported that he had reviewed the monthly financial claims and 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 approve the Consent Calendar, in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Hannegan reported that he had attended the U.S. Water Alliance's One Water Leadership Conference on September 24, 2013 in Los Angeles, California. He shared some of the highlights of the conference and distributed a copy of his personal meeting notes. He requested that a copy of the notes be made a part of the District's record.

Director Mickelsen reported on the recent Bay Area Water Supply & Conservation Agency (BAWSCA) Board of Directors meeting, including a status update on the Water System Improvement Program (WSIP).

Vice-President Reynolds commented that he had attended the recent CA/NV American Water Works Association conference in Sacramento.

6) GENERAL BUSINESS

A. Quarterly Financial Review

Mr. Dickson reviewed the water revenue and operating expenses, noting that the District's overall year-to-date revenues and operating expenses are generally better than budget.

B. Capital Improvement Program Status Review

Mr. Dickson advised that he had recently met with the District's Facilities Committee to review the status of the District's Capital Improvement Projects. He summarized details of each of the District's current projects.

C. Budget Increase for Denniston/San Vicente Environmental Impact Report Preparation

Mr. Dickson recapped the background of this project, emphasizing that the environmental impact report (EIR) is a requirement of the water rights process and supports the District's petition for an extension of time. He reviewed the elements of the April 2011 contract with Analytical Environmental Services (AES) and explained that as work on the EIR progressed, some complex stream flow and hydrogeology issues became apparent. He advised that under the General Manager's spending authority, a change order of \$30,000. had been authorized for revisions to the Draft Environmental Impact Report (DEIR) following additional hydrological analysis work. He explained that the DEIR is anticipated to be released by January 2014, but that an additional budget increase not to exceed \$100,000, which includes the previously authorized \$30,000. was necessary to complete the remaining required work. The Board briefly discussed the status and importance of this project.

ON MOTION BY Director Hannegan and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to authorize the General Manager to approve additional services by Analytical Environmental Services, Inc. for completion of the Dennison/SanVicente Environmental Impact Report, in a total amount not to exceed \$100,000, including \$30,000 previously authorized under the General Manager's authority:

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

D. Authorization for Stage 1 Water Shortage Advisory

Ms. Brennan introduced this agenda item by noting that the end of water year 2013 marks the second consecutive dry water year. She reviewed some precipitation statistics and stated that after meeting with the Water Resources Committee, staff recommends that the Board authorize the implementation of Stage 1 of the Water Shortage Contingency Plan. She summarized each of the components of the Stage 1 advisory, explaining that the activities in this stage will help staff begin to prepare for implementation of mandatory rationing. She answered a few questions from the Board on some of the aspects and impacts of the District's Water Shortage Contingency Plan and Mr. Miyaki explained the Proposition 218 process in further detail. Director Feldman emphasized the importance of public outreach regarding this Stage 1 advisory.

ON MOTION BY Director Hannegan and seconded by Vice-President Reynolds, the Board voted as follows, by roll call vote, to authorize the implementation of Stage 1 - Water Shortage Advisory - of the District's Water Shortage Contingency Plan:

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

Per President Coverdell's request, Ms. Brennan remained at the podium to present agenda item 7B - the Water Resources Report.

B. Water Resources Report

Ms. Brennan summarized the results of the District's participation in the residential toilet rebate program for fiscal year 2013, including the estimated annual water savings of 309,469 gallons. She also provided updates on the Pilarcitos Creek Integrated Watershed Management Plan, the California Urban Water Conservation Council, and BAWSCA's Regional Demand and Conservation Projections.

President Coverdell called for a break at 7:54 p.m. The meeting resumed at 7:58 p.m.

7) GENERAL MANAGER'S REPORT - INCLUDING MONTHLY INFORMATIONAL REPORTS

Mr. Dickson provided an update to the Board on the recent changes with BAWSCA's staff and informed the Board about a planned pilot water transfer program between the East Bay Municipal Utilities District (EBMUD) and BAWSCA.

A. Operations Report

Mr. Guistino reviewed the monthly highlights, which included the clearing at Denniston Creek and the recent dredging work. He also reported on the main break on Highway 92 and the difficult nature of the repairs to the pipeline.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Hannegan took this opportunity to tender his resignation as a CCWD Board member effective October 9, 2013, citing relocation out of the District due to

a job change. He expressed his appreciation to the Board members and staff, noting that he has enjoyed serving on the Board, he has learned a great deal, and that it has been an honor to serve the District. He thanked everyone for their support and wished the District the best of luck and success in the future.

President Coverdell, Vice-President Reynolds, and Directors Feldman and Mickelsen thanked Director Hannegan for his service and expressed their appreciation for his contributions to the District.

- 9) **ADJOURNMENT** -President Coverdell adjourned the meeting at 8:27 p.m. The next meeting of the Coastside County Water District's Board of Directors will be on Tuesday, November 12, 2013.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Ken Coverdell, President
Board of Directors