

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, December 9, 2009

- 1) **ROLL CALL:** President Ascher called the meeting to order at 7:04 p.m., Present at roll call were Directors Ken Coverdell, Jim Larimer, Chris Mickelsen, and Bob Feldman.

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; Joe Guistino, Superintendent of Operations; Cathleen Brennan, Public Outreach/Program Development /Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS:** There were no public announcements; however, Director Coverdell requested to address the Board as a member of the public. He referenced an article in the December 3, 2008 edition of the Half Moon Bay Review, and commented that he was confused and concerned that the article stated that the Coastside County Water District had offered to pay for a proposed recycled water project on the coastside and he wondered if that was the CCWD Board's intent. Brief discussion ensued. Mr. Dickson provided clarification by explaining the District would be backing the financing of the water recycling facility, and that operating and capital costs would be recovered through the rates paid by the recycled water users. He further added that the District's rate-payers will actually benefit from this project versus other means that the District could explore to achieve the same necessary water supply goals.

4) SPECIAL ORDER OF BUSINESS

A. Election of CCWD Board President and Vice-President

President Ascher opened the discussion of the election of officers.

ON MOTION by President Ascher and seconded by Director Coverdell, the Board voted unanimously for Vice President Chris Mickelsen to serve as President of the CCWD Board for the 2009 year term:

Director Coverdell	Aye
Vice-President Mickelsen	Aye
Director Larimer	Aye
Director Feldman	Aye
President Ascher	Aye

ON MOTION by President Mickelsen and seconded by Director Ascher, the Board voted unanimously for Director Bob Feldman to serve as Vice-President of the CCWD Board for the 2009 year term:

Director Coverdell	Aye
Director Larimer	Aye
Director Feldman	Aye
Director Ascher	Aye
President Mickelsen	Aye

Director Ascher announced that the new officers would take their positions effective immediately and passed the gavel over to President Mickelsen.

President Mickelsen thanked former President Ascher and the Board and stated that he was looking forward to moving the District forward, especially in the area of a water-recycling project.

5) CONSENT CALENDAR

- A.** Requesting the Board to review disbursements for the month Ending November 30, 2008- Claims: \$517,454.30; Payroll: \$71,610.71; for a total of \$589,065.01
- B.** Acceptance of Financial Reports
- C.** Minutes of the November 18, 2008 Board of Directors Meeting
- D.** Installed Water Connection Capacity and Water Meters Report
- E.** Total CCWD Production Report

- F. CCWD Monthly Sales by Category Report
- G. November 2008 Leak Report
- H. Rainfall Reports
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for November 2008
- J. Notice of Completion – Acceptance of the Phase 3 El Granada Transmission Pipeline Replacement Project

Director Larimer requested clarification on the monthly production and sales reports, which was provided by Mr. Guistino.

Vice-President Feldman stated that he had reviewed the monthly claims and found all to be in order.

ON MOTION by Director Ascher and seconded by Director Larimer, the Board voted as follows, to accept the Consent Calendar in its entirety:

Director Coverdell	Aye
Director Ascher	Aye
Director Larimer	Aye
Vice-President Feldman	Aye
President Mickelsen	Aye

6) DIRECTOR COMMENTS / MEETINGS ATTENDED

Director Ascher reported on his attendance at the Association of California Water Agencies Fall Conference held in Long Beach, CA, noting that the focus of the event was on environmental concerns, recycling and conservation matters.

Director Feldman noted that he had attended a Water Resources Committee meeting and the committee's recommendations in regards to adopting the Pilarcitos Integrated Watershed Management Plan would be presented later, under the General Business portion of the agenda. He also reported on the Sewer Authority Mid-Coastside (SAM) Recycled Water Committee Meeting, and the SAM Board meeting, both conducted on November 24, 2008.

Director Larimer stated that, along with all other CCWD Board members, he had attended the two SAM meetings as well. He also reported on a meeting he recently had with Mr. Jeff Peck and Mr. Scott Holmes, representing the Big Wave Project.

President Mickelsen reported on the Bay Area Water Supply and Conservation Agency (BAWSCA) meeting.

Director Ascher stated that it was an absolute pleasure to serve as the Board's President over the past year and appreciated the support and confidence of both the Board and Staff. He highlighted the Board's accomplishments over the past year, including the completion of Phase 3 of the El Granada Pipeline Replacement Project, starting to move forward on a water reclamation project, the District's successful financial state, and water conservation programs, and excellent public outreach. He also noted that the District was making progress in discussing an emergency inter-tie connection with the Montara Water & Sanitary District. He thanked everyone once again, for working together as a team to accomplish all the projects that contributed to the District's success over the past year.

President Mickelsen and Director Coverdell both expressed their appreciation to Director Ascher for the progress accomplished and for his outstanding leadership over the past year.

7) GENERAL BUSINESS

A. Adoption of Pilarcitos Integrated Watershed Management Plan

Mr. Dickson introduced this item, and provided a brief background of the progress that twenty agencies had accomplished over the past two years, resulting in a Memorandum of Understanding to cover implementation of the Plan. He also noted that Ms. Brennan, the District's Water Resources Analyst, had successfully taken the contents of a three hundred-page document and summarized it into five-page report for the Board's review of the Plan.

Ms. Brennan explained that the Pilarcitos Integrated Watershed Management Plan was a collaborative effort among all the participants to produce a balanced approach to managing the Pilarcitos watershed. She noted that the Plan consists of two sections, one which assesses the state of the watershed and the other, which states the projects, the goals and objectives and the executive summary. She explained the purpose of the Plan and advised that the Plan would be updated annually, which will reflect recent activities and progress accomplished on the projects.

President Mickelsen and Vice-President Feldman, both members of the committee, added a few comments about the development of the Plan and Ms. Brennan addressed several questions from the Board. Director Larimer requested that the committee be advised that the Board felt that the key goal was not really expressed in the straightforward detail that it could have been, and the District would prefer it be re-stated in the future. Mr. Dickson and Mr. Miyaki assisted with the language in stating the following motion.

ON MOTION by Director Larimer and seconded by Director Coverdell, the Board voted as follows, to adopt the Pilarcitos Integrated Watershed Management Plan, recognizing that CCWD agrees with its principles in concept, and that the District wants to state clearly that a main goal of the Pilarcitos Integrated Watershed Management Planning should be to preserve and maintain the domestic water supply:

Director Coverdell	Aye
Director Ascher	Aye
Director Larimer	Aye
Vice-President Feldman	Aye
President Mickelsen	Aye

Ms. Brennan reiterated that the Plan would be submitted to the public at the Blue Circle event, on December 16th at 3:30 p.m. at the Skylawn Memorial Park. Mr. Miyaki noted that all Directors are able to attend this public event and that the District is not required to publicly notice the meeting.

B. Approval of Trustee Removal and Appointment for the Hartford's Deferred Compensation Plan

Mr. Dickson explained the nature and principles of this item, noting that the Hartford has requested that the District approve the Resolutions reassigning the appointment of the trustee to Reliance Trust Company. Discussion ensued, with Mr. Miyaki addressing some questions from the Board.

ON MOTION by Director Ascher and seconded by Vice-President Feldman, the Board voted as follows, to ratify the Resolutions and direct staff, including the Finance Committee, if necessary, to obtain answers to the questions raised by Director Larimer and if it is determined that it is not perfunctory, the decision will be made to bring the matter back to the attention of the CCWD Board of Directors:

Director Coverdell	Aye
Director Ascher	Aye
Director Larimer	Aye
Vice-President Feldman	Aye
President Mickelsen	Aye

C. Appointment of CCWD Board Member Representatives and alternate(s) to participate in San Mateo County Local Agency Formation Commission (LAFCo) election of officers

Mr. Dickson referenced his staff report, which included the background of this agenda item, and explained the District's role in the LAFCo's election process and the importance of selecting alternate representatives.

ON MOTION by Director Coverdell and seconded by President Mickelsen, the Board voted as follows, to appoint Director Ascher as the first alternate to participate in the San Mateo County Local Agency Formation Commission election of officers should President Mickelsen be unavailable, followed by Directors Feldman, Larimer and Coverdell as additional alternates:

Director Coverdell	Aye
Director Ascher	Aye
Director Larimer	Aye
Vice-President Feldman	Aye
President Mickelsen	Aye

8) **GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS**

Mr. Dickson referenced his staff report, and addressed questions concerning the replacement of the District's server. He also reiterated that he had not heard back from the Sewer Authority Mid-Coastside (SAM) representatives in regards to scheduling the next Water Reclamation Committee meeting, but would remain diligent in continuing to stay in contact with SAM in an effort to schedule the meeting.

Director Larimer noted that he had asked a number of questions of Mr. Miyaki regarding the District's water recycling authority and that he would like to have his questions addressed in an open session of the CCWD Board.

Mr. Dickson responded that staff would present an overview of the District's next steps toward a reclamation project in order to provide a context for the issues raised by Director Larimer.

- A. Monthly Water Resources Report
- B. Water Shortage and Drought Contingency Plan Update
- C. Operations Report

Mr. Guistino addressed a question from Director Ascher in regards to the present situation at the Canada Cove Mobile Home Park. Discussion ensued, with Mr. Dickson assuring the Board that District staff is working toward a solution that will benefit Canada Cove residents and protect the District's water system.

9) ADJOURNMENT

The meeting was adjourned at 9:06 p.m. The next regular meeting of the Coastside County Water District's Board of Directors is scheduled for Tuesday, January 13, 2009.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the Board

Chris R. Mickelsen, President
Board of Directors
Coastside County Water District