

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**December 11, 2018**

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

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations, 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 November 30, 2018:  
Claims: \$761,998.02; Payroll: \$165,567.69 for a total of \$927,565.71  
➤ *November Monthly Financial Claims reviewed by Director Mickelsen*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 13, 2018 Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Reports
- F. CCWD Monthly Sales by Category Report
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Report for month of October

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

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

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

Director Glassberg asked questions with respect to the District's Monthly Production Reports data; Mr. Dickson advised that staff would review the reports further.

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

Vice-President Coverdell reported on the recent snow conditions in the Sierra Mountains.

Director Mickelsen shared an update on the status of the Calaveras Dam Project as recently reported by the Bay Area Water Supply and Conservation Agency (BAWSCA).

**6) GENERAL BUSINESS**

**A. Pilarcitos Pipeline Replacement Project – Adoption of Initial Study/Mitigated Negative Declaration, Adoption of Mitigation Monitoring and Reporting Program, and Approval of the Project**

Mr. Dickson summarized the background of this project, reiterating that the District's original Pilarcitos Pipeline, built in 1948 to convey Pilarcitos Reservoir water from Stone Dam into the District's system, failed in the Summer of 2012 and was determined that the age, condition, and location of the pipeline, made repair infeasible. He further summarized the background regarding the proposed replacement and necessary requirements to be completed, including an environmental review document under the California Environmental Quality Act (CEQA). Mr. Dickson briefly described the proposed project and the recommended actions and answered several questions from the Board members.

**ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to approve Resolution 2018-11 Adopting an Initial Study / Mitigated Negative Declaration and Adopting a Mitigation Monitoring and Reporting Program for the Pilarcitos Pipeline Replacement Project and Approving the Project:**

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

**B. Award of Contract – 2-inch El Granada Pipeline Replacement Project**

Mr. Derbin described the project, location, and summarized the bids received to complete the project.

**ON MOTION BY Director Reynolds and seconded by Vice-President Coverdell, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Stoloski and Gonzalez, Inc. for \$88,950 to install 300 linear feet of 6-inch diameter ductile iron water main and appurtenant services, blow-offs, tapping sleeves, valves, concrete and repaving work on Madrid Avenue and El Granada Boulevard in the unincorporated San Mateo County area of El Granada:**

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

**C. Contract with Balance Hydrologics for Denniston/San Vicente Stream Gaging, Groundwater Monitoring and Data Analysis**

Mr. Dickson reminded the Board that this is an annual contract to assist the District in quantifying the amount of water available for diversion from Denniston and San Vicente creeks, necessary to secure the District's water rights on those streams.

**ON MOTION BY Director Glassberg and seconded by Director Reynolds, the Board voted by roll call vote to authorize staff to contract with Balance Hydrologics for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Analysis:**

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

**D. Approval of Updated Salary Schedule for FY2018-2019 with Recommended Salary Adjustments to be Effective December 22, 2018**

Ms. Rogren reminded the Board that a salary survey for the District had been completed in June of 2017 and indicated that some of the office staff positions were below market. She advised that there were adjustments to the represented staff members in August and at this time staff is requesting to adjust the salary of the unrepresented/office staff positions that were below market. She reported that

staff had met with members of the Human Resources Committee in September, and that the Committee had agreed with staff's recommendation.

**ON MOTION BY Director Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to approve an updated salary schedule for FY 2018-2019 with recommended salary rate adjustments for the specified employees to be effective December 22, 2018:**

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

**E. Election of Coastside County Water District Board President and Vice-President**

Nominations were opened by President Feldman, with Director Glassberg nominating Vice-President Coverdell to serve as the District's 2019 Board President. The nomination was seconded by Director Reynolds. Director Reynolds then nominated Director Mickelsen to serve as the District's 2019 Vice-President, which was seconded by Vice-President Coverdell. The nomination period was then closed, followed by a roll call vote.

**ON MOTION BY Director Glassberg and seconded by Director Reynolds, the Board voted by roll call vote for the nominated candidate of Vice-President Ken Coverdell to serve as the 2019 CCWD Board President and Director Chris Mickelsen to serve as 2019 CCWD Board Vice-President:**

Vice President Coverdell	Aye
Director Glassberg	Aye
Director Mickelsen	Aye
Director Reynolds	Aye
President Feldman	Aye

Director Glassberg thanked Director Feldman for serving as the Board's President for the past year, noting that he believed he had done an excellent job in the role.

President Coverdell also thanked Director Feldman for his many years of service to the District and for his positive suggestions presented with respect to the operations of the Board of Directors and the District, and specifically with regards to financing the District. He stated that he felt it was appropriate that some of these concepts had been named after Director Feldman and added that he hoped those concepts would be memorialized in the Board Meeting Minutes. He also stated that he felt that Director Feldman had performed a very concise and thoughtful and efficient job in his role as the Board's President over the past year.

Director Feldman thanked the other Board members and staff for achieving and continuing to strive for excellence with the operations of the District.

7) **MONTHLY INFORMATIONAL REPORT**

A. **Superintendent of Operations**

Mr. Derbin reviewed monthly operations highlights for the month of November.

B. **Water Resources**

Ms. Brennan provided an update on the California Department of Water Resources, along with the State Water Resources Control Board's finalized primer on implementation of Senate Bill 606 and Assembly Bill 1668. She reviewed some of the tasks, associated time tables and reporting requirements with regards to "Making Water Conservation A California Way of Life".

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

There were no requests for future Board meeting agenda items from the Directors.

9) **ADJOURNMENT** - The meeting was adjourned at 7:51 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary to the District

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Ken Coverdell, President  
Board of Directors