

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**December 13, 2005**

- 1) **ROLL CALL:** President Mickelsen called the meeting to order at 7:30 p.m. Present at roll call were Directors Jim Larimer, Ken Coverdell and John Muller. Director Ascher was absent.

Also present were Ed Schmidt, General Manager; Anthony Condotti, Legal Counsel; Jim Teter, District Engineer; Joe Guistino, Superintendent of Operations; Amanda Cox, Water Conservation Coordinator, JoAnne Whelen, Administrative Assistant/Recording Secretary, and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE:** Everyone stood for the Pledge of Allegiance.
- 3) **PUBLIC ANNOUNCEMENTS:** A member of the audience, Ms. Kerry Burke, advised the Board that she had information that the newly elected mayor of the City of Half Moon Bay, Marina Fraser, was in route to the CCWD Board meeting in order to address the Board.

Director Coverdell suggested that Public Announcements be addressed further on in the agenda, which was agreed to by President Mickelsen.

- 4) **CONSENT CALENDAR**
- A. Requesting the Board to review disbursements for the month ending November 30, 2005 - Claims: \$630,556.75 Payroll: \$51,282.92 for a total of \$681,839.67
  - B. Acceptance of Financial Reports
  - C. Minutes of the November 15, 2005 Board of Directors Meeting
  - D. Performance Based Salary Adjustment; and Amendment to Employment Agreement between Coastside County Water District and General Manager, Ed Schmidt

President Mickelsen stated that he would like item 4D pulled from the Consent Calendar for further discussion at the end of the meeting. Director Coverdell advised that he had reviewed the monthly claims and found all to be in order. Director Muller suggested a correction to the Minutes of the November 15, 2005, to reflect that he was present at the meeting.

**ON MOTION by Director Coverdell and seconded by Director Muller, the Board voted unanimously to accept items 4A, 4B, and 4C of the Consent Calendar:**

<b>Director Larimer</b>	<b>Aye</b>
<b>Director Ascher</b>	<b>Absent</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Muller</b>	<b>Aye</b>
<b>President Mickelsen</b>	<b>Aye</b>

President Mickelsen then announced that City of Half Moon Bay Mayor Fraser had just arrived and invited her to address the Board:

***Marina Fraser, Half Moon Bay*** – Ms. Fraser stated that she was looking forward to the City of Half Moon Bay staff and the CCWD staff to continuing to work together and wished the District success.

President Mickelsen expressed that he was very pleased with the new spirit of cooperation.

Director John Muller congratulated and thanked Ms. Fraser and proceeded to say that he felt that Ms. Fraser’s recent State of the City speech was one of the finest every heard from an elected official, stating that it was a tribute to the community and Ms. Frazer.

**5) PUBLIC HEARING – To Consider Adoption of the Proposed Coastside County Water District 2005 Urban Water Management Plan**

President Mickelsen opened the Public Hearing at 7:35 p.m. Mr. Schmidt, General Manager introduced the item and thanked Amanda Cox, Water

Conservation Coordinator for the many hours she put in on the 2005 Urban Water Management Plan (UWMP), which was an excellent document. Mr. Schmidt explained that this public hearing for adoption by the Board, was part of the required process and referenced the resolution.

Ms. Cox provided a brief history of the Plan, the public noticing and invited any comments from the public.

*Keith Mangold, El Granada* - Stated that he was a little disturbed about the potential pumping of well fields around some of the local creeks. He reminded the Board that there is a doctrine within the Constitution of the State of California, to protect running streams and that the plans put in place must not disrupt the existing streams, fish, and wildlife. He encouraged the Board to make sure that detailed studies are performed before pursuing any exploration or development along the local creeks. Mr. Mangold advised the Board that he has years worth of records on the local streams and would be happy to share any of his information with the District.

Director Muller stated that the District would not and has not done anything that was not within the letter of the law. He explained that with the Urban Water Management Plant, the District is looking at studies that would ensure that if the District does explore other water sources, that all work would be performed with the required studies and permits.

President Mickelsen reiterated that the UWMP is a document that attempts to identify *potential* water sources on the coastside, of which there are many. He also stated that the District is required and committed to following the environmental process on all potential projects.

Ms. Cox stated that the Department of Water Resources provided a lengthy packet of guidelines regarding the required contents of the UWMP, which included efforts to minimize imported water and maximize local resources.

Director Coverdell reminded the Board that exploring the potential for new local water sources is one of the requirements of the contract the District has with the San Francisco Public Utilities Commission.

Director Larimer agreed with the importance of not using more of SFPUC’s resources than necessary and that developing more new local water sources was required and beneficial to the District, the community and the region.

**Bob Ptacek, Montara** – Stated that he had a correction on page 23 of the document concerning the statement that SAM provides secondary wastewater treatment to the CCWD, since this is not accurate.

President Mickelsen closed the Public Hearing at 7:48 p.m.

**ON MOTION by Director Coverdell and seconded by Director Larimer, the Board voted as follows to adopt the Coastside County Water District’s 2005 Urban Water Management Plan**

<b>Director Larimer</b>	<b>Aye</b>
<b>Director Ascher</b>	<b>Absent</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Muller</b>	<b>Aye</b>
<b>President Mickelsen</b>	<b>Aye</b>

**6) WATER CONSERVATION COORDINATOR’S REPORT**

Ms. Cox referenced the recent water conservation activities contained in her written staff report. She explained details of the new BAWSCA Water Wise Gardening CD Program, available in the Spring of 2006. The Board suggested that local planning agencies be introduced to the program.

Ed Schmidt, General Manager took this opportunity to introduce new employee, Raymond Winch. He provided a brief background of Raymond’s experience and qualifications, introduced him to the Board and welcomed him to the District.

**7) SUPERINTENDENT OF OPERATIONS’ REPORT**

- A. Superintendent of Operations Monthly Report**
- B. Report on recent maximum turbidity performance standard exceedance**

- C. Water Service Connections Installed, Priority and Non-Priority
- D. Total CCWD Production, Sales by Category, monthly leak Report, Rainfall Reports
- E. San Francisco Public Utilities Commission Hydrological Conditions Report for October 2005

Joe Guistino, Superintendent of Operations, referenced his written Operations Reports. He proceeded to report on a few of the important topics, including a status update on the Denniston Filter Media Replacement project, the progress on the Carter Hill East and West Pipeline Replacement Projects, tank safety purchases and future plans for improvements, and the status of the vacant Water Treatment Plant Supervisor position

Mr. Guistio thanked and recognized Jon Bruce, Maintenance Worker for his excellent assistance and expertise in keeping the construction projects running smoothly and on target during the absence of Field Supervisor, John Davis.

Mr. Guistino then reported on the recent turbidity violation which occurred at the Denniston Water Treatment Plant, due to the impact of the first heavy rain of the season. Mr. Guistino reviewed the plans in place to avoid another occurrence of this nature. The General Manager then distributed and reviewed a list of operational changes and equipment upgrades put in place to prevent future turbidity events.

Mr. Guistino and Mr. Schmidt then addressed a few questions from the Board on the recommended changes and upgrades. Discussion ensued, with the Board expressing their satisfaction with the suggested changes and upgrades.

## 8) REPORT OF THE GENERAL MANAGER

- A. Update on the progression of the professional services from Camp Dresser McKee, Inc. for the water treatment plant improvement project

The General Manager introduced this item and informed the Board that Michael Zafer of Camp Dresser McKee, Inc. (CDM) would be providing a presentation of the current status of the treatment plant improvement projects. Mr. Zafer proceeded to review in detail, the progress on the Tracer Test Results, the Enhanced Coagulation Study Results, the Preliminary Plant Assessments, the Process Alternatives, and Project Status and Schedule.

The Board discussed the treatment plant improvements with an emphasis on proceeding with the improvements, in such a way that the District can recover the costs as rapidly as possible.

Mr. Zafer reported CDM's project progress as follows:

- approximately 75% complete with the plant evaluations, with cost estimates to follow
- approximately 90% complete on the tracer tests
- approximately 80% complete on the operations and maintenance manuals
- 100% completion on the enhanced coagulation study
- approximately 75% completion on project management

Mr. Zafer then referred the Board to the proposed schedule for task completion and advised that he expected to have associated project costs available for presentation at the January Board meeting.

**B. Local Agency Formation Commission – Notice of Meeting of Special District Selection Committee to Elect Special District Member on San Mateo LAFCo Pursuant to Section 56332**

The General Manager referenced his staff report and explained that the purpose of the LAFCo meeting is to select a person for the regular membership position available in May 2006 and potential selection of an alternate member ending May 2008 if a vacancy should occur.

President Mickelsen stated that he would plan to attend the January 11, 2006 meeting.

C. **City of Half Moon Bay Local Coastal Program – General Plan Update**

Mr. Schmidt introduced this item, referencing the City’s new failed well policy 10-14, scheduled to be presented at the California Coastal Commission on December 15, 2005.

President Mickelsen stressed the importance of establishing a long-term comprehensive solution to the failed well problem on the coastside. He thanked Mr. Schmidt for setting up the meeting scheduled for December 21, 2005 with the local agencies to discuss possible solutions.

D. **Update on December 6, 2005 Public Hearing for Midcoast LCP Update Project**

Mr. Schmidt reported on the results of the recent public hearing, reviewing the recommendations of the San Mateo County Planning Commission and wishes of the visioning committee, made up of Supervisors Hill and Gordon. Mr. Schmidt concluded the report by stating that no decisions were made at the meeting. He also referred the Board to copies of correspondence that was included in the packet with his staff report, including the letter from CCWD dated March 24, 2005 to Marcia Raines, Director of San Mateo County Environmental Services and the December 2, 2005 letter from the California Coastal Commission (CCC) regarding their comments on the Midcoast LCP Update.

Director Coverdell stated that he took offense to the fact that the CCC copied some local agencies, including the City of Half Moon Bay, Montara Water & Sanitary District, Granada Sanitary District, the Committee for Green Foothills and the Mid Coast Community Council, but neglected to copy CCWD on the correspondence. Director Larimer suggested that the author of the CCC letter be contacted with a suggestion that if the CCC is going to make recommendations that impact CCWD and are specific to CCWD, that the CCC should send copies of such correspondence to the District.

**E. Consideration of Proposed Amendment to Legal Services Agreement with Atchison, Barisone, Condotti & Kovacevich**

Mr. Condotti answered a few questions from Board members.

Director Muller stated that he felt the firm had represented the District fairly and very responsibly.

President Mickelsen agreed, adding that he appreciated the firm’s openness and willingness and felt that the District’s legal fees had been fair and a good value.

Director Coverdell expressed that he felt that the District was getting high quality legal advice and work at a very reasonable price.

**ON MOTION by Director Muller and seconded by President Mickelsen, the Board voted as follows, to approve the amendment to the existing agreement for legal services between Atchison, Barisone, Condotti & Kovacevich and the Coastside County Water District:**

Director Larimer	Aye
Director Ascher	Absent
Director Coverdell	Aye
Director Muller	Aye
President Mickelsen	Aye

**F. Status Report on major Capital Improvement Projects**

The General Manager pointed out that the revisions requested by the Board at the November meeting had been incorporated in the report this month.

**G. General Manager Activities**

Director Muller requested that the General Manager provide an update on the communications with the Department of Air Force.

The General Manager explained that a tour of their facilities has not yet been scheduled, as the Department was interested in including an agency or agencies that could handle wastewater as well.

**H. Correspondence Copy of letter provided to CCWD by San Mateo County LAFCo - Letter dated December 2, 2005 from Montara Water and Sanitary District (MWSD) to Big Wave LLC regarding MWSD's service area**

The Board briefly discussed this issue and Director Larimer suggested that the General Manager send a letter to LAFCo advising them that CCWD is willing to serve this project.

Mr. Condotti reported that he and the General Manager had already prepared a draft letter to LAFCo stating this information. Mr. Condotti further reported that a formal annexation petition been filed by the property owners to annex the property to the CCWD service territory. He also explained that it was the responsibility of the property owner to explore the details and issues as the annexation process moves forward.

Mr. Condotti reminded the Board that the conditions attached to the Coastal Development Permit (CDP) in regards to the El Granada Pipeline Replacement Project require that CCWD obtain an amendment to that permit in order to serve any properties located outside the district's existing boundaries. He advised the Board that he would expect that at some point the property owners would request CCWD to apply for an amendment to the CDP, and expected that all costs would be at the property owner's expense.

The General Manager was directed by the Board to prepare a letter addressing the fact that CCWD is able and willing to provide water to this project.

**9) ATTORNEY'S REPORT**

**A. Update on the status of the District's water rights in Denniston and San Vicente Creeks**

Mr. Condotti referenced his staff report providing an update on the status of the District's water rights in Denniston and San Vicente Creeks based upon a water rights permit issued by the State Water Resources Control Board (SWRCB) in the late 1960's.

Mr. Condotti reported that he had recently learned at the ACWA conference that the District's petition may be placed on the active permit list sometime in 2006.

Director Muller added that there are some major water rights issues before the SWRCB ahead of CCWD's. He further stated that in the meantime, the permit is still valid and legal.

**10) ENGINEER'S REPORT**

**A. Engineering Projects Received in November, 2005**

The Engineer reported that one new project had been received for review in November 2005.

**B. District Engineer Work Status Report**

The Engineer referenced his staff report, reporting that there were no changes since the November Board meeting, due to the fact that he has been on vacation.

**11) MEETINGS ATTENDED/SCHEDULED - BOARD OF DIRECTORS**

Director Muller announced that he had attended the Association of California Water Agencies fall conference in San Diego and had attended many beneficial sessions.

Director Muller also requested that staff research obtaining CCWD identification/civil service cards for the Board members, as recommended by ACWA

**12) AGENDA ITEMS AND DIRECTOR COMMENTS**

**13) CLOSED SESSION**

- A. **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Cal. Government Code Section 54956.9) Joyce Yamagiwa Trustee v. City of Half Moon Bay; CCWD, et al SMSC Case No/ CIV449464**
  
- B. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Cal Govt. Code 54957) Title: General Manager**

**11) ADJOURNMENT**

The meeting was adjourned at 9:30 p.m. The next regular meeting of the Coastside County Water District Board of Directors is scheduled for Tuesday, January 10, 2006 beginning at 7:30 p.m.

Respectfully submitted,

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Ed Schmidt, General Manager

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Everett Ascher, President