

North Coast County Water District
 Minutes of the Regular Board of Directors Meeting
 September 17, 2008
 2400 Francisco Blvd.
 Pacifica, CA 94044
 7:00 P.M.

1) CALL TO ORDER:

President Cosgrove called the meeting to order at 7:00 p.m. at the District office.

2) ROLL CALL:

Present at Roll Call were Director Mason Brown, Director Anne DeJarnatt, Director Bob Vetter, and President Joshua Cosgrove. Also present were General Manager Kevin O'Connell, Assistant General Manager-Administration Cari Lemke, Attorney Patrick Miyaki, and Minutes Transcriber Jean Headley. Director Tom Piccolotti arrived at 7:08 p.m.

3) PLEDGE OF ALLEGIANCE:

Led by President Cosgrove.

4) PUBLIC COMMENT:

Linda Corwin of Moana Way discussed the chloramine levels listed in the latest Water Quality Report.

5) APPROVAL OF ORDER OF AGENDA:

ON MOTION by Director Vetter, seconded by Director DeJarnatt, the Board voted unanimously to approve the order of agenda as submitted. Motion passed 4-0.

6) CONSENT CALENDAR:

- A. Report on Sale of District Property – None
- B. Financial Statements for August, 2008
- C. Overview of District Investments
 - 1. August, 2008 Union Bank Statement – Bond
 - 2. August, 2008 CAMP Statement – Operating/Bond
 - 3. July, 2008 LAIF Statement
- D. Minutes of the July 16, 2008 Regular Meeting of the Board
- E. Minutes of the August 13, 2008 Regular Meeting of the Board

Director Brown asked a question regarding property tax assessment on office equipment as opposed to taxes on District property. He noted the account number is incorrect, and Staff responded that they would correct it.

Director Piccolotti arrived at 7:08 p.m.

Director Brown asked if meters are a Capital Expense and why they are listed on the Revenue and Expense Report under Operating Expense. Staff explained when a meter is Capital Expense and when it is an Operating Expense.

Director Brown suggested changing the title of Account 5735120 to Contingency for Emergency Repairs.

Director DeJarnatt asked the meaning of “cutback” and Staff explained what it is.

ON MOTION BY Director Vetter, seconded by Director DeJarnatt, the Board voted unanimously to approve the Consent Calendar as submitted. Motion carried 5-0.

7) GENERAL MANAGER'S REPORT

A. New Business1. Approve Claims Dated September 17, 2008:

Staff responded to questions and comments from the Board.

ON MOTION by Director DeJarnatt, seconded by Director Vetter, the Board voted unanimously to approve the Claims dated September 17, 2008 in the amount of \$1,076,233.06. Motion carried 5-0.

2. Authorize the General Manager to Execute the 3rd Amendment to the 2nd MOU for the Pacifica Recycled Water Project:

General Manager Kevin O'Connell summarized the Staff Report and recommended that the Board authorize him to sign the amendment.

ON MOTION by Director Piccolotti, seconded by Director DeJarnatt, the Board voted unanimously to authorize the General Manager to execute the 3rd Amendment to the 2nd Memorandum of Understanding by and between the SFPUC and NCCWD for the Pacifica Recycled Water Project. Motion carried 5-0.

3. Office Space Availability for District Relocation:

General Manager Kevin O'Connell distributed a packet of photos depicting available rental units as well as a spreadsheet comparing the different aspects of the various locations. Discussion occurred regarding the amenities of certain locations.

4. Participation in Fog Fest:

General Manager Kevin O'Connell indicated the District would participate in the Fog Fest Parade. There was discussion of the pros and cons of having a booth at Fog Fest and regarding staffing of such a booth.

5. Status of District Billing Software and Outsourcing the Mailing of District Utility Bills:

Assistant General Manager-Administration Cari Lemke reported she has received two bids for a new billing software package and is awaiting a third bid. She also discussed the outsourcing of mailing of the bills. She indicated this would most likely be on the agenda for the October or November 2008 meeting.

6. Authorize the General Manager to Attend the CA-NV AWWA 2008 Fall Conference in Reno, NV from October 20-23 in the Amount of \$520 Plus Expenses:

ON MOTION by Director Brown, seconded by Director Piccolotti, the Board voted unanimously to authorize the General Manager to Attend the CA-NV AWWA 2008 Fall Conference in Reno, NV from October 20-23 in the Amount of \$520 Plus Expenses. Motion carried 5-0.

7. Authorize the General Manager to Attend the ACWA Fall Conference in Long Beach, CA from December 2-5 in the Amount of \$560 Plus Expenses:

ON MOTION by Director Brown, seconded by Director Piccolotti, the Board voted unanimously to authorize the General Manager to Attend the ACWA Fall Conference in Long Beach, CA from December 2-5 in the Amount of \$560 Plus Expenses. Motion carried 5-0.

8. Authorize President Cosgrove to Attend the CSDA Conference in Irvine, CA from September 22-25 in the Amount of \$425 Plus Expenses:

ON MOTION by Director Brown, seconded by Director DeJarnatt, the Board voted unanimously to authorize President Cosgrove to Attend the CSDA Fall Conference in Long Beach, CA from September 22-25 in the Amount of \$425 Plus Expenses. Motion carried 5-0.

9. E-mail Notification to the Public of Board Meetings:

General Manager Kevin O'Connell stated that five (5) individuals have signed up to receive email notifications of various District meetings.

B. Continued Business

1. Capital Improvement Program and Bond Projects:

- A. Vallemar Pipeline Project
 B. Pacifica Recycled Water Project Issues
 C. Christen Hill Tank Project

General Manager Kevin O'Connell distributed the September 2008 photos of the CIP and Bond Projects in process and discussed the content of the photos. He responded to questions and comments from the Board throughout his discussion.

8) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES:

Director Piccolotti reported the next BAWSCA meeting is September 18th at 7:00 p.m. in Foster City, and he named the items on the agenda. He stated he will give a report at the October Board Meeting.

9) COMMITTEE AND/OR DIRECTORS' REPORTS ON MEETINGS ATTENDED:

Director Brown reported he attended the celebration for the 50th anniversary of the Montara Water & Sanitary District and presented the District's proclamation. He stated the event also honored Quentin Kopp.

Director DeJarnatt reported she and Director Brown attended a meeting of the Conservation Committee, which was attended by 4 or 5 members of the public.

10) DIRECTOR'S COMMENTS AND/OR AGENDA REQUESTS:

Director Brown discussed "untypical" water delivery and wondered if the Board should look at how water deliveries are handled for fire, for example. He asked if the Board feels this should be an agenda item so that Staff could explain these types of deliveries. Board consensus seemed to support an agenda item.

Director Vetter thanked Staff for the September 17, 2008 memo regarding Residential Customer Water Usage, which was distributed to the Board prior to the commencement of tonight's meeting, and he discussed high water users.

11) CORRESPONDENCE:

None.

12) PUBLIC COMMENT:

Bill Collins of Johnson Avenue discussed the tiers of water usage and asked when the next rate adjustments would occur.

Linda Corwin of Moana Way suggested putting a donation jar at the Fog Fest booth.

Ms. Corwin stated she appreciates receiving e-mail notifications of meetings. She stated when she is unable to attend a meeting, she looks at the website for the minutes and wondered why they sometimes took longer to appear on the website. Staff explained that Minutes are only put on the website after they are approved by the Board.

Ms. Corwin announced that the Sanchez Adobe Rancho Days will be this Saturday from 12:00 to 4:00 p.m.

13) ADJOURN:

President Cosgrove adjourned the meeting at 8:47 p.m. The next regularly schedule meeting of the Board of Directors will be held at 7:00 p.m. on Wednesday, October 15, 2008.

Respectfully submitted,

Approved:

Kevin O'Connell, General Manager

Joshua Cosgrove, President