

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 9, 2024

The Public was able to participate in the public meeting by joining the meeting in person or through the Zoom Video Conference link provided. The public was also able to join the meeting by calling a provided teleconference phone number.

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

Also present: Mary Rogren, General Manager, Jeffery Schneider, Asst. General Manager Finance/Admin., Patrick Miyaki, Legal Counsel; James Derbin, Superintendent, Nancy Trujillo, Accounting Manager and Lisa Sulzinger, Administrative Analyst

Also participating: Jonathan Abadesco, C.J. Brown & Company, CPAs, and Jonathan Sutter, EKI Environment & Water, Inc.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** – There were no public comments.
President Mickelsen thanked the other Directors for electing him President and recognized Director Muller for his leadership during his 2023 Presidency.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending December 31, 2023:
Claims: \$ 917,111.28; Payroll: \$ 228,911.26 for a total of \$ 1,146,022.54
December 2023 Monthly Financial Claims reviewed and approved by Director Feldman
- B. Acceptance of Financial Reports
- C. Approval of Minutes of December 12, 2023, Regular 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 - December 2023
- G. Leak/Flushing Report - December 2023

H. Monthly Rainfall Reports

I. Notice of Completion – Poplar Street Water Main Replacement Project

Director Feldman stated he had reviewed the monthly financial claims, and all appeared to be in order.

ON MOTION BY Vice President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to approve the Consent Calendar:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Vice President Reynolds along with a few District staff visited a water utility that generates electricity from the water coming into their treatment plant utilizing an energy recovery turbine.

6) GENERAL BUSINESS

A. Coastside County Water District Basic Financial Statements and Independent Auditor’s Report for the Fiscal Year Ended June 30, 2023

Mr. Schneider introduced the District’s independent auditor Jonathan Abadesco from C.J. Brown & Company, CPAs. Mr. Abadesco’s presentation included a summary of the Districts Basic Financial Statements, Auditors Report for fiscal year ending June 30, 2023, and internal controls. He reported the results, an unmodified “clean” opinion with regards to the financial statements. No material weaknesses within the District’s internal controls were identified.

ON MOTION BY Vice President Reynolds and seconded by Director Muller, the Board voted by roll call vote to accept the Coastside County Water District Basic Financial Statements and Independent Auditor’s Report for Fiscal Year Ended June 30, 2023:

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

B. Approval of Professional Services Agreement with EKI Environment and Water, Inc., for Capital Project Management and As-Needed Engineering Services

Ms. Rogren summarized that the current agreement with EKI for capital project management was executed in April 2022 and funds are now fully expended. Based on EKI's past responsiveness and excellent support, staff recommend a new twelve month agreement for capital project management and as-needed engineering support, including hydraulic modeling for \$100,000.

ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to retain the professional services of EKI Environment and Water, Inc. (EKI) for capital project management and as needed engineering support, including hydraulic modeling for 12 months for a not-to-exceed budget of \$100,000:

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

C. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering Services for the Alcatraz Avenue, Santa Rosa Avenue, and Ocean Colony Pipeline Project

Mr. Derbin summarized that staff recently discovered two neighborhoods in the District with aging infrastructure that require attention. In the Miramar neighborhood on Alcatraz Avenue, 235 linear feet of 6-inch cast iron pipe needs to be replaced with ductile iron pipe and on Santa Rosa Avenue, 285 linear feet of 6-inch cast iron pipe needs to be replaced with ductile iron pipe. New blowoff assemblies will also be installed, and the 2" galvanized steel pipe that runs between Alcatraz Avenue and Santa Rosa Avenue will be abandoned in place.

At this time, Director Feldman recused himself and left the room for the rest of the discussion of this item as he realized that he had a conflict due to the proximity of the project to his residence.

In the Ocean Colony neighborhood, an existing cast iron pipe that crosses through golf course fairways on Holes 10 and 16 and a pipeline that runs between two adjacent residential properties located on St. Andrews Lane and Redondo Beach Road will be abandoned. A new loop will be created by installing 150 linear feet of new ductile iron pipe on Redondo Beach Road and 65 linear feet of new ductile iron pipe on St. Andrews Lane. EKI has modeled the new configuration and there will be no adverse impacts to fire flows.

ON MOTION BY Vice President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with EKI Environment and Water, Inc. (EKI) for engineering services for the

Alcatraz Avenue, Sant Rosa Avenue and Ocean Colony Pipeline Projects for a not-to-exceed budget of \$66,200:

Director Coverdell	Aye
Director Feldman	Absent
Director Muller	Aye
Vice-President Reynolds	Aye
President Mickelsen	Aye

Director Feldman returned to the Board room.

D. Approval of Professional Services Agreement with Underwood & Rosenblum, Inc. for Civil Engineering Services for the Road Repair Project in Pilarcitos Canyon

Mr. Derbin summarized that during the December 2022/January 2023 storms, the District sustained significant damage in Pilarcitos Canyon to the existing road. Five areas need repairing, including two slides near the District's pipeline on a portion of the SPFUC property; one slide area and one slump area on the District's road; and a damaged culvert crossing. Per discussions with SFPUC watershed staff, the District biologist, and various permitting agencies, the District is required to prepare engineering plans for the road repairs. The District will also incur costs for geotechnical work and for topographic surveying.

ON MOTION BY Director Coverdell and seconded by Vice President Reynolds, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with Underwood & Rosenblum, Inc. for civil engineering services for the road repair project in Pilarcitos Canyon for a not-to-exceed budget of \$65,000:

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

E. Approval of Professional Services Agreement with HDR Inc. to Conduct a Feasibility Study to Evaluate the Hydroelectric Energy Recovery Potential of the Pilarcitos Pipeline

Mr. Derbin summarized that the District was recently offered a Department of Energy grant for \$300,000 for solar and hydroelectric projects that were identified in a 2019 Department of Energy Audit performed by the Industrial Assessment Center at San Francisco State University, School of Engineering. The next step is for the District to determine the feasibility of these projects. HDR Inc. submitted a proposal to conduct a feasibility study to evaluate the hydroelectric energy recovery potential of the Pilarcitos pipeline.

ON MOTION BY Director Muller and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to retain the professional services of HDR Inc. to conduct a feasibility study to evaluate the hydroelectric energy recovery potential of the Pilarcitos pipeline for a not-to-exceed budget of \$42,422:

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

F. Quarterly Financial Review

Mr. Schneider summarized the first six months of Fiscal Year 2023-2024. He also recapped the Capital Improvement Program expenditures and the District's Cash reserves.

G. Review of District Board Committees. Consider and Approve Appointments of Board Members to the Coastside County Water District Board Committees, and Appointment of District Representatives to External Organizations and Associations. Consider and Approve Establishment of New Advisory Committee(s) and External Organization Representation

President Mickelsen recommended that the Board Standing Committees and external organization assignments remain the same as the 2023 assignments. President Mickelsen recommended that the Urban Water Management Plan Advisory Committee and the Strategic Planning Advisory Committee be dissolved. The Water Reuse Advisory Committee will remain.

ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to approve the Coastside County Water District Board Committees as amended, dissolving two of the Advisory Committees: Urban Water Management Plan Committee and the Strategic Planning Committee:

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

H. Appointment of CCWD Board Member Representative Alternate(s) to Participate in San Mateo Local Agency Formation Commission (LAFCO) Election of Officers

Ms. Rogren reminded the Board that this is an annual action where the District designates each of the Board members as an alternate to participate in LAFCo's election of officers in case the Board President is not available.

ON MOTION BY Vice President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to appoint CCWD Board Member Representative alternate(s) by name: Vice President Reynolds, and Directors Coverdell, Feldman, Muller to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers:

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

I. Nunes Water Treatment Plant Upgrades Project Update #29

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during December 2023.

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

Ms. Rogren stated that Hanson Bridgett published a newsletter discussing the recent California Public Records Act Decisions and the implications for public agencies. Mr. Miyaki, District Legal Counsel, provided a high-level overview of the Public Records Act and these recent decisions.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Consider having a Strategic Planning Session.

9) ADJOURNMENT - Board Meeting Adjourned at 8:31 p.m.



Chris Mickelsen, President
Board of Directors

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District

