

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

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

**Tuesday, January 10, 2023**

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the meeting was conducted by hybrid format offering the option of participating in person, zoom video conference, or by teleconference.

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 John Muller called the meeting to order at 7:02 p.m. Present at roll call: Vice President Chris Mickelsen, Directors Ken Coverdell, Bob Feldman, and Glenn Reynolds

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; Gina Brazil, Office Manager; Nancy Trujillo, Accounting Manager and Lisa Sulzinger, Administrative Analyst.

Also participating: Jonathan Abadesco, Fedak & Brown LLP

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **Consider and Reaffirm Resolution 2021-06 "Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person"**

Governor Newsom's Executive Order dated back on March 4, 2020, declared a State of Emergency to exist in California because of the threat of COVID 19. The Executive Order N-29-20 suspended certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings remotely to help

protect the spread of COVID-19 and to protect the health and safety of the public. On June 11, 2021, the Governor issued Executive Order N-08-21 which specified that Executive Order N-29-20 remain in effect through September 30, 2021.

On September 16, 2021, the Governor signed Assembly Bill (AB361) into law to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency after September 30, 2021. On October 8, 2021, the Board adopted Resolution 2021-06. Per AB361, the Board will need to consider and reaffirm the findings of Resolution 2021-06 monthly proclaiming that the State of Emergency continues to impact the ability of members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

**ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to reaffirm Resolution 2021-06 "Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person":**

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

5) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending December 31, 2022:  
Claims: \$ 1,500,901.90; Payroll: \$205,693.88 for a total of \$ 1,706,595.78  
*December 2022 Monthly Financial Claims reviewed and approved by Director Muller*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of December 13, 2022, 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 2022
- G. Leak/Flushing Report - December 2022
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report - November 2022
- J. Water Service Connection Transfer Report for December 2022
- K. Approval of Water Service Agreement - 390 Redondo Beach Road, Half Moon Bay

Director Muller stated he had reviewed the monthly financial claims and found all to be in order.

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

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

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

- President Muller thanked Director Feldman for his leadership during his presidency throughout 2022.

7) GENERAL BUSINESS

A. Coastside County Water District Basic Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2022.

Ms. Rogren introduced the District's independent auditor Jonathan Abadesco from Fedak & Brown LLP. Mr. Abadesco's presentation included a summary of the Districts Basic Financial Statements, Auditors Report for fiscal year ending June 30, 2022 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. A discussion ensued with the Board.

ON MOTION BY Director Coverdell and seconded by Vice President Mickelsen, 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, 2022.

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

B. Quarterly Financial Review

Ms. Rogren summarized the first six months of Fiscal Year 2022-2023. She also recapped the Capital Improvement Program expenditures and the Districts Cash reserves.

**C. Award of Contract to Andreini Bros., Inc. for the Poplar Street Water Main Replacement Project.**

Mr. Derbin summarized the project to replace a 50 year old 6" cast iron water main with 6" ductile iron water main on Poplar Street between Main Street and Highway 1. This project will be completed before the City of Half Moon Bay starts their Poplar Street Traffic Calming and Safety Project. Four bids were received, with Andreini Bros., Inc. providing the lowest bid.

**ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Andreini Bros., Inc. for the Poplar Street Water Main Replacement Project for \$302,656**

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

**D. Review 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 Board Committee(s) and External Organization Representatives(s).**

President Muller recommended that the Board Committee and external organization assignments remain the same as the 2022 assignments.

**ON MOTION BY Director Coverdell and seconded by Director Reynolds, the Board voted by roll call vote to approve appointments of Board Members to the Coastside County Water District Board Committees, and appointment of District Representatives to External Organizations and Associations.**

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

E. Appointment of CCWD Board Member Representative Alternate(s) to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers.

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

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

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

9) **MONTHLY INFORMATIONAL REPORTS**

A. General Manager's Report

Ms. Rogren reported on the damage during the New Year's Eve storm on 12/31/22 and during the week of 1/2/23. The District sustained damage in Pilarcitos Canyon and on Highway 92, including fallen trees, washed out roads, culverts and exposed pipe.

Ms. Rogren stated that she will be exercising her authority under the District's "Policies and Procedures for Award of Contracts" that includes a section entitled "General Manager Waivers - Emergencies" to address emergency repairs needed due to the recent storm damage. She will coordinate with and keep the Board President and Facilities Committee updated, and she will provide a full report to the Board at the next Board meeting.

Staff have been working with the Department of Emergency Management at the County of San Mateo, and the District has submitted an initial damage estimate related to the recent storms.

B. Superintendent of Operations Report

Mr. Derbin summarized the Operation Highlights for the month of December 2022.

**C. Water Resources Informational Report**

Ms. Brennan reported that the recent storms have provided much needed snowpack in the Sierra Mountain Range. As of the January 3, 2023 snow survey, the statewide percent of average to date is 174% of normal. Reservoir conditions have improved across the state; however, we still need more precipitation to fill reservoirs used for urban, agricultural, and environmental demand, with unknown estimates to replenish groundwater basins.

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

There were no requests for future agenda items.

**10) CLOSED SESSION**

Pursuant to California Government Code Section 54957  
Public Employment  
Title: Assistant General Manager

**11) RECONVENE TO OPEN SESSION**

The meeting reconvened to open session at 8:22 p.m. with Mr. Miyaki reporting the following:

Pursuant to California Government Code Section 54957  
Public Employment  
Title: Assistant General Manager

No Action Taken

**12) ADJOURNMENT - Board Meeting Adjourned at 8:25 p.m.**



John Muller, President  
Board of Directors



Mary Rogren, General Manager  
Secretary to the District