

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 14, 2023

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 7:00 p.m. Present at roll call: Vice President Chris Mickelsen, Director Glenn Reynolds; Director Bob Feldman stated that he was participating remotely (via Zoom by video and audio) pursuant to the "just cause" basis under AB2449 because his spouse had COVID, he was caring for her, and had been exposed. Director Feldman also stated that there was no one over 18 in the room with him. Mr. Miyaki stated that all the requirements for Director Feldman to participate in the Board meeting remotely under AB 2449 have been satisfied. Director Ken Coverdell was absent.

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; Nancy Trujillo, Accounting Manager; Lisa Sulzinger, Administrative Analyst; and Emma Barr, Customer Service II.

Also participating Jonathan Sutter, EKI Environment & Water, Inc.

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **CONSENT CALENDAR**
 - A. Approval of disbursements for the month ending February 28, 2023:
Claims: \$ 655,899.16; Payroll: \$ 196,600.69 for a total of \$ 852,499.85
February 2023 Monthly Financial Claims reviewed and approved by Director Feldman
 - B. Acceptance of Financial Reports

- C. Approval of Minutes of February 14, 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 February 2023
- G. Leak/Flushing Report - February 2023
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report - January 2023
- J. Approval for Director Feldman to attend Association of California Water Agencies (ACWA) Spring Conference in Monterey May 9-11, 2023
- K. Approval for President Muller to attend Association of California Water Agencies (ACWA) Spring Conference in Monterey May 9-11, 2023
- L. Approval for Director Reynolds to attend Association of California Water Agencies (ACWA) Spring Conference in Monterey May 9-11, 2023

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

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

President Muller mentioned he participated with District staff in meeting with two property owners located on Highway 92 regarding future pipeline projects.

6) GENERAL BUSINESS

A) Approval of Professional Services Agreement with EKI Environment & Water, Inc. for Design, Bid Support and Construction Support Services for the Medio Creek Pipeline Crossing Rehabilitation, the Magellan Avenue Pipeline Rehabilitation and the Miramar Dead Ends Pipeline Improvement Project

Mr. Derbin reviewed the three projects including 1) rehabilitation of 175 linear feet of existing 10-inch welded steel pipe that crosses Medio Creek along Alameda Avenue; 2) rehabilitation of approximately 475 linear feet of 10-inch cast iron pipe that crosses under Highway 1 at Magellan Avenue; and 3) installation of approximately 660 linear feet of new 6-inch ductile iron pipe in

the Miramar Beach neighborhood to connect/loop existing dead ends. Jon Sutter from EKI Environment & Water, Inc. was available to answer questions.

ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to retain the professional services of EKI Environment & Water, Inc. for design, bid support and construction support services for the Medio Creek pipeline crossing rehabilitation, the Magellan Avenue pipeline rehabilitation, and the Miramar dead ends pipeline improvement project for a not-to-exceed cost of \$138,900.

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

B) Approval of Professional Services Agreement with EKI Environment & Water, Inc. for 1) Engineering Services for Highway 92 Potable Water Pipeline Emergency Restoration Project; and 2) Environmental Services for the Highway 92 Potable Water Pipeline Emergency Restoration Project.

Ms. Rogren provided an overview of the damage that occurred during the late December 2022 – early January 2023 storm event that resulted in damage to the District’s 12-inch welded pipeline on Highway 92 east of Sun Studios. The District is seeking FEMA funding for the emergency project. Given the public exigency and emergency conditions caused by the reduced fire flows and the risk of future damage of the existing pipeline from further stream bank erosion, the District must expedite its design work and is utilizing the exemption to the federal competitive procurement procedures for engineering and environment services given the emergency.

ON MOTION BY Director Feldman and seconded by Director Reynolds, the Board voted by roll call vote to approve professional services agreement with EKI Environment & Water, Inc. for 1) engineering services for Highway 92 potable water pipeline emergency restoration project for a not-to-exceed budget of \$219,100; and 2) environmental services for the Highway 92 potable water pipeline emergency restoration project for a not-to-exceed budget of \$44,800.

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

C) Approval of Professional Services Agreement with Cecil & Cecil Enterprises, Inc. for Construction Inspection Services for the Poplar Street Water Main Replacement Project

Mr. Derbin summarized the proposed agreement with Cecil & Cecil Enterprises, Inc. for construction inspection services for the Poplar Street water main replacement project for a not-to-exceed budget of \$49,338.40.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to retain the professional services of Cecil and Cecil Enterprises, Inc. (C&C) for construction inspection services for the Poplar Street water main replacement project for a not-to-exceed budget of \$49,338.40.

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

D) Nunes Water Treatment Plant Upgrades Project Update #19

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

E) Consider Resolution 2023-03 Concurring in Nomination of John H. Weed of the Alameda County Water District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority ("ACWA/JPIA")

ACWA-JPIA has invited member agencies to submit nominations to fill four vacancies on the ACWA-JPIA Executive Committee. John H. Weed of the Alameda County Water District has requested the Districts' support of his nomination by submitting a concurring resolution.

ON MOTION BY Director Mickelsen and seconded by Director Feldman, the Board voted by roll call vote to adopt Resolution 2023-03 concurring in nomination of John H. Weed of the Alameda County Water District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority ("ACWA/JPIA")

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

President Muller

Aye

F) Consider Resolution 2023-04 Designating Applicant's Agent Authorized to Execute and to File an Application with the California Governor's Office of Emergency Services for the Purpose of Obtaining Federal Financial Assistance for an Existing or Future Grant Program

Ms. Rogren recapped that the District is applying for FEMA and other grants for funding of repairs given the damage sustained during the late December 2022 - early January 2023 storm event. Cal OES (who administers the FEMA funding process) requires that the District approve this resolution.

ON MOTION BY Director Mickelsen and seconded by Director Feldman, the Board voted by roll call vote to approve Resolution 2023-04 designating applicant's agent authorized to execute and to file an application with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for an existing or future grant program. Mr. Miyaki clarified the applicant's agent is the General Manager.

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

G) Discussion on Future Board Meeting Format

Ms. Rogren summarized that as of February 28, 2023, Governor Newsom ended the declared Covid state of emergency. The Board can no longer use AB 361 to meet remotely via Zoom, and that future Board of Directors' meetings and standing Committee meetings are to be held in person. Discussion ensued regarding future meeting formats. The District will continue to provide for hybrid meetings that allow for the public to participate in Board meetings either in-person or via Zoom.

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

- Ms. Rogren announced that Vice President Chris Mickelsen was appointed to the San Mateo Local Agency Formation Commission (LAFCo) as the Alternate Special District Member.

- Ms. Rogren summarized that at the San Francisco Public Utilities Commission (SFPUC) annual meeting with the BAWSCA wholesale customers held in February, the SFPUC projected a wholesale water rate increase of 11.6% to be effective on July 1, 2023. The rate increase is scheduled to be voted on at the Commission rate hearing in May 2023.

B. Superintendent of Operations Report

Mr. Derbin summarized the Operation Highlights for the month of February 2023.


C. Water Resources Informational Report

- Ms. Brennan reported that the U.S. Drought Monitor continues to show weekly improvement.
- SFPUC is predicting that the Regional Water System (RWS) will fill by April 1, 2023.


8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

9) ADJOURNMENT - Board Meeting Adjourned at 8:00 p.m.



John Muller, President
Board of Directors



Mary Rogren, General Manager
Secretary to the District