

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, April 11, 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 Ken Coverdell; Director Bob Feldman. Director Glenn Reynolds was absent.

Also present: Mary Rogren, General Manager, Laura Ratcliffe, 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

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **CONSENT CALENDAR**
  - A. Approval of disbursements for the month ending March 31, 2023:  
Claims: \$ 1,390,376.34; Payroll: \$ 284,035.86 for a total of \$ 1,674,412.20  
*March 2023 Monthly Financial Claims reviewed and approved by Director Mickelsen*
  - B. Acceptance of Financial Reports
  - C. Approval of Minutes of March 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 March 2023
  - G. Leak/Flushing Report - March 2023
  - H. Monthly Rainfall Reports
  - I. SFPUC Hydrological Conditions Report - February 2023

J. Acceptance of Non-Complex Pipeline Extension Project 157 Avenue Portola/Sean Freitas

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

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

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

- President Muller and Director Coverdell attended a Water Reuse Advisory Committee meeting on April 10.
- Director Mickelsen attended the Bay Area Water Supply & Conservation Agency (BAWSCA) Board of Directors' Meeting.

6) **GENERAL BUSINESS**

A) **Award of Contract to Battalion One Fire Protection for Crystal Springs Pump Station Fire Sprinkler Repairs**

Mr. Derbin summarized the need to repair the fire sprinkler system at Crystal Spring Pump Station. Staff solicited bids and received two from qualified local fire sprinkler contractors. Once repaired, the system will be maintained quarterly.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Battalion One Fire Protection for the repair of the Crystal Spring Pump Station Fire Sprinkler System for \$40,333.**

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

**B) Waive the Procedural Requirements in the District's Policies and Procedures for Award of Contracts and Authorize the General Manager to Enter into an Agreement with Pump Repair Service Company to Purchase a New Spare Pump for the Crystal Springs Pump Station**

Mr. Derbin summarized the need for an additional spare pump at Crystal Springs Pump Station. The District currently has two spare pumps stored at Crystal Springs Pump Station. One spare can work in the Pump 1 or Pump 2 position, and the other spare is for the Pump 3 position. Given the long lead time to deliver a replacement pump, staff recommends purchasing an additional spare pump that can be used in either the Pump 1 or Pump 2 position. This purchase will further prepare the District for pump failures by having a complete set of spare pumps on hand rather than waiting 40-50 weeks for a replacement pump.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to waive the procedural requirements in the District's Policies and Procedures for Award of Contracts and authorize the General Manager to enter into an agreement with Pump Repair Service Company to purchase a new spare pump for the Crystal Springs Pump Station for \$88,148.**

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

**C) Approval of Professional Services Agreement with Overland, Pacific & Cutler, LLC for Right of Way Acquisition Services for the Highway 92 Potable Water Pipeline Emergency Restoration Project**

Ms. Rogren shared that EKI Environment and Water, Inc. is currently designing the replacement section of the potable water pipeline along Highway 92 that was damaged in the late December 2022/early January 2023 storms. The new alignment of the pipeline will require acquisition of permanent and temporary easements with multiple property owners. To expedite and streamline the easement acquisition process staff recommends contracting with a real estate acquisition "right of way" firm to manage the process, to arrange for 3<sup>rd</sup> party appraisals, and to meet with property owners to negotiate the easement acquisitions. Three firms were interviewed. Staff recommends Overland, Pacific & Cutler, LLC, which is a nationwide company with an office in Northern California, experience with water and wastewater agencies, and experience with acquisitions involving agricultural land.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to retain the professional services of Overland, Pacific & Cutler, LLC (OPC) for right of way acquisition services for the Highway 92 Potable Water Pipeline Emergency Restoration Project for a not-to-exceed budget of \$61,700.

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

D) Designate General Manager Mary Rogren as the District’s Real Property Negotiator for the Acquisition of Property Rights for the Highway 92 Emergency Pipeline Restoration Project

As the District prepares for the Highway 92 Emergency Pipeline Restoration Project, the District will need to acquire both permanent and temporary easements from multiple property owners.

ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted by roll call vote to designate General Manager Mary Rogren as the District’s Real Property Negotiator for the acquisition of property rights for the Highway 92 Emergency Pipeline Restoration Project.

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

E) Quarterly Financial Review

Ms. Rogren summarized the year-to-date revenue and expenses for the first nine months of Fiscal Year 2022-2023. She highlighted that total revenue was \$902,000 below budget due to lower water sales during the drought but was offset by total expenses being \$927,000 below budget.

F) Nominate Vice-President Chris Mickelsen to Serve as Special District Regular Member on San Mateo LAFCo

Ms. Rogren explained that the San Mateo County LAFCo recently opened the nomination for Independent Special District Selection Committee to fill the

Independent Special District Regular Member position that will expire May 2024. The Regular Member position is currently vacant. Vice President Mickelsen currently serves as Special District Alternate Member and has expressed interest in being nominated for the Special District Regular Member on San Mateo LAFCo.

**ON MOTION BY Director Muller and seconded by Director Feldman, the Board voted by roll call vote to nominate Vice President Chris Mickelsen to serve as Special District Regular Member on San Mateo LAFCo Pursuant to Government Code Section 56332**

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

**G) Approval of Second Amendment to the Communications Site Lease Agreement with MetroPCS California LLC for New Diesel Generator and Antenna Additions at the Alves Water Tank location at Miramontes Point Road and Poppy Lane in Half Moon Bay**

Ms. Rogren summarized that MetroPCS (T-Mobile) currently has a cell tower at the Alves Water Tank location. To comply with the State of California "hardening" requirements, MetroPCS wishes to install a backup generator at the cell site and upgraded antennas. With this investment in the new generator and equipment, MetroPCS also requested one additional (5) year extension. Their current lease expires August 2028.

**ON MOTION BY Director Mickelsen and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to execute the Second Amendment to the Communications Site Lease Agreement with Metro PCS California LLC for the expansion of the Lessee premises located at Miramontes Point Road and Poppy Lane in Half Moon Bay for the installation of a new diesel generator and antenna additions for additional rent of \$1,560 per month.**

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

**H) Nunes Water Treatment Plant Upgrades Project - Update # 20**

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

7) **MONTHLY INFORMATIONAL REPORTS**

**A. General Manager's Report**

- Ms. Rogren provided an update on the progress of the District's FEMA application to obtain funding for damage sustain during the late December 2022/early January storms.
- Ms. Rogren reported that she sent a letter to the San Mateo County Civil Grand Jury in March 2023 advising that the District has fully implemented the two recommendations required by March 31 that were included in the August 2022 Civil Grand Jury Report "The Other Water Worry: Is Your Water Provider Prepared for the Big One?"
- Ms. Rogren noted that Nicole Sandkulla of the Bay Area Water Supply & Conservation Agency (BAWSCA) issued a statement in February 2023 indicating that State Water Resources Control Board has announced an aggressive schedule for consideration of a voluntary agreement for the Tuolumne River that will provide greater water flows and increased habitat to protect fish and a reliable water supply for the Bay Area.

**B. Superintendent of Operations Report**

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

**C. Water Resources Informational Report**

- Ms. Brennan reported that storage in the SFPUC Regional Water System has recovered fully from the drought.
- On April 11, 2023, the San Francisco Public Utilities Commission voted to end the water shortage emergency contingent on either one of two events: 1) the expiration of the State Water Board's emergency water conservation regulations set to expire on June 10, 2023; or 2) if the State Board takes action to rescind the regulations earlier than Jun 10.

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

Update on status of voluntary agreement for the Tuolumne River.

9) **ADJOURNMENT - Board Meeting Adjourned at 8:38 p.m.**

Chris R Mickelsen  
Chris Mickelsen, Vice President  
Board of Directors

Mary Rogren  
Mary Rogren, General Manager  
Secretary to the District