

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, May 10, 2022

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the Boardroom was not open to the public for the May 10, 2022, Regular Meeting of the Board of Directors of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

The Public was able to participate in the public meeting by joining the meeting 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 Bob Feldman called the meeting to order at 7:00 p.m.
Participating in roll call via Zoom Video Conference: Directors Ken Coverdell, Chris Mickelsen, Glenn Reynolds, and Vice-President Muller.

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.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There was no public comment
- 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”**

Ms. Rogren summarized Governor Newsom’s Executive Order dated back on March 4, 2020, that 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 Coverdell and seconded by Director Mickelsen, 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 Mickelsen	Aye
Director Reynolds	Aye
Vice-President Muller	Aye
President Feldman	Aye

5) CONSENT CALENDAR

- A.** Approval of disbursements for the month ending April 30, 2022:
Claims: \$ 1,382,177.46; Payroll: \$ 266,402.37 for a total of \$ 1,648,579.83
April 2022 Monthly Financial Claims reviewed and approved by Director Feldman
- B.** Acceptance of Financial Reports
- C.** Approval of Minutes of April 12, 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 April 2022
- G.** Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H.** Monthly Rainfall Reports
- I.** SFPUC Hydrological Conditions Report – March 2022
- J.** Water Service Connection Transfer Report for April 2022

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

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

6) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Muller attended the ACWA Spring Conference in Sacramento on May 3-4, 2022 as a Board Member for ACWA Region 5. Director Mickelsen and Director Reynolds attended a District Facilities Committee meeting on April 27, 2022. Director Coverdell and Director Feldman attended at Finance Committee meeting on April 28, 2022.

7) **GENERAL BUSINESS**

A. Draft Fiscal Year 2022-2023 Operations and Maintenance Budget and Draft Capital Improvement Program FY 2022/2023 to FY 2031/2032.

Ms. Rogren shared her presentation, featuring the budget timeline and a brief summary of the projected revenue, operating expenses and debt service for the Operations and Maintenance Budget for Fiscal Year 2022-2023. She also provided an overview of the Draft 10-year Capital Improvement Program (Fiscal Years 2022/23 to 2031/32) and the Cash/Reserves Impact.

B. Nunes Water Treatment Plant Upgrades Project Update #9

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during April 2022. Work included construction of the soil nail wall; backfilling of soil against the sedimentation basin; concrete placement for v-ditches at the sedimentation basin; installation of the slide gate and handrailing at the sedimentation basin, sludge and drain piping and valves, and the 8-inch filter-to-waste (FTW) piping. Due to the supply chain issues with delays in receiving the valves, the contractor will need to halt work for 3-4 months starting in June, 2022 until the valves arrive.

8) **MONTHLY INFORMATIONAL REPORTS**

A. General Manager's Report

Ms. Rogren discussed planned 75th Anniversary activities including participation in the July 4th parade. The actual anniversary date is July 19, 2022 and staff is planning a celebration for the community on that date. A feature article will also appear in the July 2022 Half Moon Bay Review Coastside Magazine.

B. Superintendent of Operations Report

Mr. Derbin summarized Operations highlights for the month of April 2022.

C. Water Resources Report

- Water Shortage Emergency Warning and Public Outreach Update.

As part of the Governor's new executive order, the District will submit a preliminary water supply demand assessment on June 1st. The final annual water supply demand assessment will be submitted by July 1st. This new reporting requirement involves providing an estimate of available water supply for the upcoming fiscal year. Staff is working with West Yost Associates to meet the requirements of this new annual report.

SFPUC is considering going to a Stage 2 Water Shortage Emergency under their Water Shortage Contingency Plan given Governor Newsom's recent executive order. Increasing SFPUC's action level under the Water Shortage Emergency would result in a recalculation of the Tier 1 and Tier 2 allocations and could result in a modified water allocation from SFPUC for the District.

Drought outreach for April 2022 included publishing an electronic newsletter; mailing a Water Emergency Warning Fact Sheet to all customers; posting message on Nextdoor and Twitter regarding Water Shortage Emergency; and mailing water reports from WaterSmart to every single-family customer.

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

10) CLOSED SESSION

A) Pursuant to California Government Code Section 54956.9(d)(2)
Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation
One Potential Case

B) Conference with Labor Negotiators
Pursuant to California Government Code Section 54957.6
Agency Designated Representative: General Manager, Mary Rogren
Employee Organization: Teamsters Union, Local 856

11) RECONVENE TO OPEN SESSION

The meeting reconvened to open session at 9:31 p.m., with Mr. Miyaki reporting the following:

Item 10.A No action taken

Item 10.B Direction was given to the agency designated representative

12) ADJOURNMENT

Robert Feldman

Robert Feldman, President
Board of Directors



Mary Rogren, General Manager
Secretary to the District

