

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday May 11, 2021

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the May 11, 2021 Regular Meeting of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

The Public was able to watch and/or 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 Glenn Reynolds called the meeting to order at 7:01 p.m. participating in roll call via Zoom Video Conference: Directors John Muller, Ken Coverdell, Chris Mickelsen and Vice President Bob Feldman.

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager, Denise Ford, Administrative Assistant/Recording Secretary, and Nancy Trujillo, Accounting Manager.

Richard Stratton, Senior Project Manager of HDR Engineering, Inc., and Jeffrey Tarantino, P.E. Vice President of Freyer & Laureta, Inc., were identified as participants in the meeting.

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT - There were no public comments.

4) CONSENT CALENDAR

- A. Approval of disbursements for the month ending April 30, 2021:
Claims: \$549,772.41; Payroll: \$249,478.59 for a total of \$799,251.00
- B. Acceptance of Financial Reports
- C. Approval of Minutes of April 13, 2021 Regular Board of Directors Meeting
- D. Approval of Minutes of April 21, 2021 Special Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report

- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report-April 2021
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. Water Service Connection Transfer Report - April 2021
- K. SFPUC Hydrological Report for the Month of March 2021
- L. Acceptance of Non-Complex Pipeline Extension Project 415 and 417 Chesterfield Avenue

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

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

Vice-President Feldman attended the Association of California Water Agencies (ACWA) Region 5 Virtual Meeting. He stated it was very well attended and that the other agencies were feeling the same pains of the current water situation.

6) GENERAL BUSINESS

A. Nunes Water Treatment Improvement Project Overview, Bid Results, and Potential Award of Contract

Ms. Rogren provided an overview of the Nunes Water Treatment Plant Improvement Project. She highlighted the fact the Nunes Water Treatment Plant is a key facility for the District and that 75% of the drinking water for the Coastside County Water District customers is produced through this critical facility. The Nunes Project is one of the most significant capital improvement projects for the District in the last couple of decades. It will serve the ratepayers for the next 20-30 years. The improvements will provide redundancy, resiliency, and will better position the District for future regulatory surface water requirements.

HDR Engineering, Inc. ("HDR") was contracted in early 2020 to do a Basis of Design Report for the project, and in June 2020, was awarded a contract for the detailed design of the necessary upgrades to the Nunes facility. This project includes the following needed improvements/upgrades:

- Filter improvements to four existing filters including media replacement, underdrain replacement, addition of air scour system and blowers, new filter-to-waste pumps and piping.
- Addition of a new plate settler sedimentation basin and associated electrical work.
- Chemical system improvements including the addition of a caustic soda bulk tank and transfer pump.
- Concrete repair and coating for the filters and existing clearwell.
- Other process improvements including replacement and addition of valves, flowmeters, and miscellaneous piping.
- Civil improvements including a soil-nail retaining wall, asphalt pavement, aggregate based access road, site drainage and grading.
- Electrical improvements including addition of a new MCC and miscellaneous electrical improvements.

HDR completed the report on January 11, 2021 and the Engineers Estimate for the project was \$6,000,000. The Project went out to bid on March 2, 2021 and the lowest bid was submitted by Ranger Pipeline for a bid amount of \$ 8,339,915.

Due to the bid results being significantly higher than the Engineers Estimate, staff had an independent engineering firm Freyer and Laureta, Inc. ("F&L") conduct an independent peer review of the project design and specifications. Jeffrey Tarantino, P.E. from F&L indicated that the Contract Documents were completed to a level of detail and quality consistent with F&L's experience with similar projects in the San Francisco Bay Area. Mr. Tarantino and Rich Stratton, P.E. from HDR Engineering, Inc. answered questions from the Board.

ON MOTION BY President Reynolds and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Ranger Pipeline Inc. ("Ranger") for \$8,339,915 to complete the Nunes Water Treatment Plant Improvements Project.

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

B. Water Shortage Contingency Plan Stage 1 – Water Shortage Advisory – with a Request for Voluntary 10 Percent Reduction in Irrigation and Other Outdoor Water Use by District Customers

Ms. Brennan summarized the need for the implementation of Stage 1 – Water Shortage Advisory - of the Districts' Water Shortage Contingency Plan. The District relies on purchased water from the SFPUC Regional Water System to meet the water demand of its service area. The SFPUC is asking wholesale customers to implement voluntary reductions in irrigation use by 10 percent. Their goal is to reduce the peak water usage that occurs during the summer months. By implementing the Water Shortage Advisory, the District can begin preparing for continued dry conditions through this and next fiscal year and allows the District to start an outreach campaign to our customers.

ON MOTION BY Vice-President Feldman and seconded by President Reynolds, the Board voted by roll call vote to authorize the implementation of Stage 1 – Water Shortage Advisory – of the District’s Water Shortage Contingency Plan and adopt Resolution 2021-02 urging customers to reduce irrigation by 10 percent and reduce other outdoor water use.

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

C. Strategic Planning Update including Potential Evaluation of Alternative Water Sources

At the January Board meeting staff discussed having a Strategic Planning Workshop. Staff is exploring hiring a consultant to inventory local water sources alternatives. This is a developing issue and will be updated when more information becomes available.

D. Award of Contract – District Office Hardscape Renovation Project

Ms. Brennan summarized the hardscape project noting the degradation of the ramp, stairs, walkway, and landing at the District’s office entry. Measures were taken to reduce the slipping hazard, but it was decided the best solution was to install new concrete and make improvements to safety and aesthetics. Special considerations were part of the design due to high foot traffic from community festivals and parades.

ON MOTION BY Director Muller and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement not to exceed \$109,868 with Andreini Bros., Inc. for renovations of the District's office hardscape.

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

E. Appoint Agency Designated Representative(s) for Labor Negotiations Between the District and Teamsters Union, Local 856

In June 2022, the Memorandum of Understanding between Coastside County Water District and Teamsters Local 856 will expire. The appointment of an Agency Designated Representative for Labor Negotiations is being made in anticipation of negotiations with the union in the upcoming 12 months.

ON MOTION BY President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to appoint the General Manager as the Agency Designated Representative for Labor Negotiations Between the District and Teamsters Union, Local 856.

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

7) MONTHLY INFORMATION REPORTS

A. Superintendent of Operations Report

Mr. Derbin summarized operations highlights for the month of April 2021.

8) CLOSED SESSION - The Closed Session began at 8:07 p.m.

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

9) RECONVENE TO OPEN SESSION

The Closed Session concluded at 8:47 p.m., and the Board reconvened to open session. Mr. Miyaki reported that the Board gave direction to the District's Agency Designated Representative.

10) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

There were no requested future agenda items from the Board members expressed.

11) ADJOURNMENT-The Board Meeting was adjourned at 8:47 p.m.

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District



Glenn Reynolds, President
Board of Directors