

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday June 8, 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 June 8, 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 7:00 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.

Elizabeth Drayer, P.E. Vice President of West Yost and Jeffrey Tarantino, P.E. Vice President of Freyer & Laureta, Inc., were identified as participants in the meeting.

Members of the public: Maziar Bozorginia, P.E. Civil Engineer with the City of Half Moon Bay, August Howell, Magan Ray and John Doughty.

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT - There were no public comments.

4) A) PUBLIC HEARING

To allow community input on Coastside County Water District's

- 1. Update to the District's Water Shortage Contingency Plan**
- 2. Coastside County Water District 2020 Urban Water Management Plan**

Ms. Brennan presented a detailed overview of the Urban Water Management Plan (UWMP). Elizabeth Drayer from West Yost worked with Ms. Brennan on updating the plan. The UWMP is prepared by California's urban water suppliers to support their long-term resource planning and to ensure adequate water supplies are available to meet existing and future water demands. The UWMP is required to be updated every 5 years and submitted to the Department of Water Resources. The UWMP serves as a foundational document that will be used by the city and county in their General Plans.

Ms. Brennan also reviewed the Water Shortage Contingency Plan (WSCP) which is a stand-alone document and must be included in the Districts' UWMP. The WSCP is the District's plan to prepare and respond to water shortages.

Public comments were made by Maziar Bozorginia, who is a civil engineer with the City of Half Moon Bay. The City of Half Moon Bay had two requests for the District: 1) The City would like the UWMP updated to reflect that the City's Land Use Plan Update has been certified by the California Coastal Commission; and 2) The City would like the District to continue to collaborate with the City of Half Moon Bay on water supply and land use.

President Reynolds asked the Board for comments and a discussion ensued.

B) CONSIDER CONCURRENT ADOPTION OF THE FOLLOWING RESOLUTIONS:

- 1. Resolution 2021-03 - Adopting an updated Water Shortage Contingency Plan**
- 2. Resolution 2021-04 - Adopting the 2020 Urban Water Management Plan**

ON MOTION BY Director Coverdell and seconded by Vice-President Feldman, the Board voted by roll call vote to concurrently adopt the following resolutions: 1) Resolution 2021-03 - Adopting an updated Water Shortage Contingency Plan, 2) Resolution 2021-04 Adopting the 2020 Urban Water Management Plan.

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

5) CONSENT CALENDAR

- A. Approval of disbursements for the month ending May 31, 2021:
Claims: \$681,608.05; Payroll: \$163,976.35 for a total of \$845,584.40
- B. Acceptance of Financial Reports
- C. Approval of Minutes of May 11, 2021, 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-May 2021
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. Expense Reimbursement Approval for President Reynolds' Attendance at Water Education Foundation Lower Colorado River Tour, May 20, 2021
- J. Water Service Agreement for 226 Avenue Cabrillo
- K. Water Service Connection Transfer Report - May 2021
- L. SFPUC Hydrological Report for the Month of April 2021

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

- A. ON MOTION BY Director Muller and seconded by Director Coverdell, 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

6) MEETINGS ATTENDED/DIRECTOR COMMENTS

Director Muller asked if the District has a written policy regarding use of temporary portable meters that are loaned to construction companies. Staff noted that every portable meter applicant agrees to terms of use, and every portable meter is tracked and billed monthly. Ms. Brennan also noted that the Water Shortage Contingency Plan includes a possible action plan for discontinuing use of portable meters during a severe drought.

Director Coverdell noted that a neighbor informed him about a possible leak at the end of Purisima Way.

Vice-President Feldman reported on his attendance at the ACWA Spring Conference. The topics included discussion on possible ways to assist the underserved communities in California, the drought, and cybersecurity.

Director Mickelsen reported on his attendance at a recent Bay Area Water Supply and Conservation Agency (BAWSCA) meeting.

President Reynolds reported on his attendance at the virtual conference at the Water Education Foundation Lower Colorado River Tour. President Reynolds reported that the Colorado River, which the California gets a significant portion of its water from, is in extreme distress.

7) GENERAL BUSINESS

A. Award of Contract for Construction Management Services to Freyer & Laureta, Inc. for the Nunes Water Treatment Plant Improvement Project

Mr. Derbin presented a brief overview of the Nunes Water Treatment Plant Improvement Project. The project will provide extensive rehabilitation and upgrades to over 25% of the Nunes facility. At the May 2021 Board of Directors meeting, the Board awarded an \$8.3M Construction Contract to Ranger Pipelines, Inc. Staff solicited proposals from Freyer & Laureta, Inc. ("F&L") and from HDR Engineering Inc. for Construction Management Services for the project. Given the District's favorable experience with F&L on past projects including the Denniston Water Treatment Plant Improvement Project (2011), the Nunes Short-Term Improvement Project (2010) and the El Granada Emergency Generators Project (2016), staff recommended that the Construction Management Services agreement be awarded to F&L. Mr. Jeffrey Tarantino, Vice-President of F&L was available to answer questions from the Board.

ON MOTION BY President Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with Freyer and Laureta, Inc. for Construction Management Services for the Nunes Water Treatment Plant Improvements Project for a not to exceed amount of \$566,600.

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

B. Award of Contract for Engineering Services During Construction to HDR Engineering, Inc. for the Nunes Water Treatment Plant Improvement Project

In early 2020, the Board approved a contract with HDR Engineering, Inc. ("HDR") for a Basis of Design Report and later awarded a contract for a Detailed Design of the Nunes Water Treatment Plant Improvement Project. HDR completed the 100% Detailed Design in January 2021. Staff feels that HDR would be the best fit to support the District with the Engineering Services During Construction since the design engineers are so familiar with the project and have vast experience with these services on similar sized projects.

ON MOTION BY Director Muller and seconded by President Reynolds, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with HDR Engineering, Inc. ("HDR") to provide Engineering Services During Construction for the Nunes Water Treatment Plant Improvement Project for a not to exceed amount of \$241,906.

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

C. Award of Contract – Nunes Fuel Tank Replacement Project

In March, 2021, the District was awarded a grant of \$202,431 from the California Office of Emergency Services (CalOES) Community Power Resiliency Special Districts Program. In its grant application, staff identified a need to increase the District’s diesel fuel storage from 1,000 to 5,000 gallons and to add a 1,000 gallons of unleaded fuel storage allowing the District to operate 15-20+ days in a Public Safety Power Shutoff (PSPS) event or emergency. Mr. Derbin and staff solicited a proposal from a Sourcewell Contractor, Blue1 Energy Equipment. Sourcewell is a Joint Power Authority that services government agencies with competitive bidding contract pricing to member agencies for a variety of equipment and services.

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 Blue1 Energy Equipment to replace the existing 1,000-gallon diesel Aboveground Storage Tank (AST) located at the Nunes Water Treatment Plant with a split tank that holds 5,000 gallons of diesel and 1,000 gallons of unleaded fuel for a not to exceed amount of \$159,867.

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

D. Approve Salary Schedule with a Cost-of-Living Adjustment Increase for FY2021-2022 effective July 1, 2021

Ms. Rogren presented an updated Salary Schedule to be effective July 1, 2021. The salary update includes a 1.8% Cost of Living Adjustment as provided for in the Memorandum of Understanding with the Teamsters Union. She further explained that CalPERS requires Board approval of the Salary Schedule.

ON MOTION BY Director Coverdell and seconded by Vice-President Feldman, the Board voted by roll call vote to approve salary schedule with a Cost-of-Living Adjustment increase for FY2021-2022 effective July 1, 2021.

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

E. California Special Districts Association (CSDA) – 2021 Board Election-Bay Area Network, Seat A

Ms. Rogren stated that the Board, as a member of the California Special District's Association, can participate in the CSDA Board Elections process by casting a vote for one of the candidates seeking to represent the Bay Area Network. Brief discussion ensued.

ON MOTION BY Vice-President Feldman and seconded by Director Muller, the Board voted by roll call vote to designate Chad Davisson to serve the terms specified for Seat A on the CSDA Board of Directors:

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

8) MONTHLY INFORMATION REPORTS

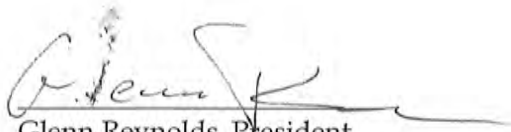
A. Superintendent of Operations Report

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

9) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS


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

10) ADJOURNMENT-The Board Meeting was adjourned at 8:37 p.m.



Glenn Reynolds, President
Board of Directors

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District