

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, June 13, 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 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, Brendan Adams, 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 May 31, 2023:
Claims: \$ 1,362,859.59; Payroll: \$ 193,470.13 for a total of \$ 1,556,329.72
May 2023 Monthly Financial Claims reviewed and approved by Director Muller
- B. Acceptance of Financial Reports
- C. Approval of Minutes of May 9, 2023, Special Board of Directors Meeting
- D. Approval of Minutes of May 9, 2023, Regular 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 May 2023
- H. Leak/Flushing Report – May 2023
- I. Monthly Rainfall Reports

- J. SFPUC Hydrological Conditions Report – April 2023 and May 2023
- K. Water Service Connection Transfer Report for May 2023

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

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, 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 announced that the ACWA Region 5 Board Meeting will take place in Half Moon Bay on July 21, 2023.
- Directors Feldman, Mickelsen, and Reynolds attended the Association of California Water Agencies (ACWA) Spring Conference in Monterey, CA. and gave a brief report.

6) GENERAL BUSINESS

A) Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Procure a New Ford F-250 Diesel 4x4 Crew Cab Truck

The District budgets annually for vehicle replacement as part of its Capital Improvement Program. In the past the District has participated in the Ford Government fleet concession pricing program, however the program has been suspended. Due to the continuing Ford factory production and supply chain issues, Staff is recommending that the District purchase a new truck from a dealership’s stock by comparing prices of available trucks before purchase.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote to waive the procedural requirements for sealed competitive bids and authorize the General Manager to procure a new F-250 diesel 4x4 crew cab truck for a not-to-exceed amount of \$80,000.

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

B) Approval of Professional Services Agreement with EKI Environment & Water, Inc. for Engineering Services for the Highway 92 Potable Water Pipeline Phase I Project

Mr. Derbin summarized that this is for design services for the non-emergency section of the Highway 92 Potable Water Pipeline Phase 1. The phase 1 project will include 1) 2,500 linear ft of new 10-inch Ductile Iron Pipe (DIP) and 460 ft of 6-inch DIP installed by open trench construction connecting the new DIP water main located behind La Nebbia Winery to Sun Studios and 2) 400 linear feet of 10-inch DIP installed by open trench construction and 260 linear feet of 12-inch High Density Polyethylene installed by Horizontal Directional Drilling under Corinda Los Trancos Creek to replace the existing 12" WS pipe. The scope of services will cover the design, bid support, property acquisition support, and engineering services during construction.

ON MOTION BY Director Coverdell 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. ("EKI") for engineering services for the Highway 92 Potable Water Pipeline Phase I Project for a not-to-exceed budget of \$127,900

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

C) Approval of Professional Services Agreement with Water Works Engineers, LLC for a Water Reuse Feasibility Study

The District sought and received three proposals for a water reuse feasibility study. The Water Reuse Advisory Committee conducted in-person interviews with the firms and found all to be highly qualified. Staff recommends to move forward with Water Works Engineers, LLC who is a regional west coast firm (with an office in San Mateo) and with strong technical expertise in water and wastewater engineering including feasibility assessment and execution of water reuse projects.

ON MOTION BY Director Muller and seconded by Director Feldman, the Board voted by roll call vote to approve a Professional Services Agreement with Water Works Engineers, LLC ("Water Works") for a Water Reuse Feasibility Study for a not-to-exceed budget of \$299,977

Director Coverdell	Aye
--------------------	-----

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

D) Approval of Salary Schedule with a Cost-of-Living Adjustment Increase for FY2023-2024 effective July 1, 2023

Ms. Rogren presented an updated Salary Schedule to be effective July 1, 2023. The salary update includes a 4.9% Cost-of-Living Adjustment based upon the change in the Consumer Price Index-Urban Wage Earners and Clerical Workers - San Francisco-Oakland-San Jose, CA from February to February. She further explained that it is a requirement of CalPERS that the District’s Board of Directors approve the Salary Schedule.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to approve Salary Schedule with a Cost-of-Living Adjustment increase for FY2023-2024 effective July 1, 2023

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

E) Approval of Fiscal Year 2023-2024 Operations and Maintenance Budget and Fiscal Year 2023/2024 to Fiscal Year 2032/2033 Capital Improvement Program

Ms. Rogren shared her presentation, and summarized the projected revenue, operating expenses and debt service for the Operations and Maintenance Budget for Fiscal Year 2023-2024. She also provided an overview of the 10-year Capital Improvement Program Fiscal Years 2023/2024 to Fiscal Year 2032/2033.

ON MOTION BY Director Feldman and seconded by Director Coverdell, the Board voted by roll call vote to approve the Fiscal Year 2023-2024 Operations and Maintenance Budget and Fiscal Year 2023/2024 to Fiscal Year 2032/2033 Capital Improvement Program

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

F) **Nunes Water Treatment Plant Upgrades Project - Update # 22**

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

7) **MONTHLY INFORMATIONAL REPORTS**

A. **General Manager's Report**

- Ms. Rogren submitted a comment letter to the State Water Resources Control Board in support of an environmental review of a possible amendment to the Bay-Delta Water Quality Control Plan to incorporate a Tuolumne River Voluntary Agreement. Ms. Brennan provided oral comments at the May 18, 2023, State Water Resources Control Board scoping meeting.
- The Districts Customer Service Staff has been promoting the Low Income Home Water Assistance Program (LIHWAP) to those customers who have a past due balance and distributing the flyer to low income communities. This has resulted in payments for seven low income customers.

B. **Superintendent of Operations Report**

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

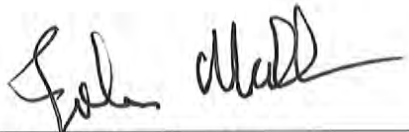
C. **Water Resources Informational Report**

Ms. Brennan summarized that with the Board's action last month to rescind our Water Shortage Emergency effective immediately when the State Water Resources Control Board's requirement for the District to implement its demand reduction measures for stage 2 drought emergency ended, which happened on June 5, 2023, that the District is no longer in a Water Shortage Emergency. This reverts the District to our normal supply conditions and our water waste Ordinance 2008-01, which prohibits wasteful water use during normal water supply conditions. Staff is considering updating the ordinance with additional prohibitions on water waste that have become standard for California water agencies in the last ten years.

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

There were no requests for future agenda items.

9) **ADJOURNMENT - Board Meeting Adjourned at 8:08 p.m.**



John Muller, President
Board of Directors

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District