

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, June 14, 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 June 14, 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; Sean Donovan, Water Treatment Plant Supervisor and Lisa Sulzinger, Administrative Analyst.

Also participating: Jonathan Sutter, EKI Environment and Water, Inc.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** – Randy Ralston commented about the timeliness of the plan reviews, and staff provided a brief response.
- 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 Vice President Muller 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 May 31, 2022:
Claims: \$ 1,461,140.27; Payroll: \$ 189,298.12 for a total of \$ 1,650,438.39
May 2022 Monthly Financial Claims reviewed and approved by Director Mickelsen
- B. Acceptance of Financial Reports
- C. Approval of Minutes of May 10, 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 May 2022
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report-April 2022 and SFPUC Hydrological Conditions Report - May 2022
- J. Notice of Completion - Emergency Pipeline Replacement at Purisima Way Project

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

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

Vice-President Muller commented on the construction work being done in Miramar.

7) GENERAL BUSINESS

A. Award of Contract to Casey Construction, Inc. for Grandview Waterline Replacement Project.

Mr. Derbin summarized the project to replace the Grandview 2" PVC lines with 6" ductile iron pipe. In addition, the 6" cast iron pipe that crosses under highway 1 to Grandview Boulevard connecting to 16" transmission main will be replaced with new 8" ductile iron pipe via pipejacking construction methods. The project is intended to replace aging pipelines that are nearing the end of their useful life and to increase pipe size to meet current fire standards. Three bids were received, with Casey Construction providing the lowest bid.

ON MOTION BY Director Coverdell and seconded by Director Reynolds, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Casey Construction, Inc. for a not to exceed amount of \$1,496,630 for the Grandview Waterline Replacement Project:

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

B. Approval of Memorandum of Understanding between the District and Teamsters Local 856 and Approval of Resolution 2022-08 Amending the Coastside County Water District's Personnel Manual.

Ms. Rogren summarized the background of the Memorandum of Understanding (MOU) that covers the period of July 1, 2022 through June 30, 2027. The MOU includes a Cost-of-Living adjustment of 6.5% effective July 1, 2022 for Fiscal Year 2022-2023 based on the preceding February-February CPI movement for the SF-Bay

Area Index "W" and provides for an annual COLA increase effective July 1 of each year going forward for the MOU term using the movement in the CPI for the previous February to February period. The MOU and by reference, the Personnel Manual, incorporate the following changes to the previous MOU:

- Unscheduled work on a holiday is to be paid at double time.
- For employees with greater than 25 years of service, one additional day of vacation will be earned annually for years 25-29.
- The federal holiday Juneteenth Day (June 19) is added.
- The safety shoe allowance is increased to \$500 per year.
- Employees may purchase one pair of prescription safety glasses per fiscal year not to exceed \$200.
- Class B Driver's License Certification Pay of \$100/month is added.
- The Employee Wellness Benefit is increased to \$50/month.
- MOU provides for a Salary Survey to be commissioned during the first two years of the MOU term.

The MOU and Personnel Manual also add clarifying language including:

*The District does not pyramid" daily overtime or double pay.

* When a holiday falls on a weekend, language has been added to clarify what day is eligible for overtime or double time payment.

The adoption of Resolution 2022-08 Amends the Coastside County Water District's Personnel Manual and allows the incorporation of the changes above.

ON MOTION BY Director Reynolds and seconded by Vice President Muller, the Board voted by roll call vote to approve the Memorandum of Understanding between the District and Teamsters Local 856 covering the period July 1, 2022 through June 30, 2027 and to adopt Resolution 2022-08 amending the Coastside County Water District's Personnel Manual:

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

C. Approval of Salary Schedule with a Cost-of-Living Adjustment Increase for Fiscal Year 2022-2023 effective July 1, 2022

Ms. Rogren presented an updated Salary Schedule to be effective July 1, 2022. The salary update includes a 6.5% Cost of Living Adjustment as provided for in the Memorandum of Understanding with the Teamsters local 856.

ON MOTION BY Director Reynolds and seconded by Vice President Muller, the Board voted by roll call vote to approve the of Salary Schedule with a Cost-of-Living Adjustment increase for Fiscal Year 2022-2023 effective July 1, 2022:

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

D. Approval of Fiscal Year 2022-2023 Operations and Maintenance Budget and Fiscal Year 2022/2023 to Fiscal Year 2031/2032 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 2022-2023. She also provided an overview of the 10-year Capital Improvement Program (Fiscal Years 2022/23 to 2031/32) and the Cash/Reserves Impact.

ON MOTION BY Director Reynolds and seconded by Vice President Muller, the Board voted by roll call vote to approve the Fiscal Year 2022-2023 Operations and Maintenance Budget and Fiscal Year 2022/2023 to Fiscal Year 2031/2032 Capital Improvement Program:

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

E. Approval of Professional Service Agreement with Raftelis Financial Consultants, Inc. for Cost of Service and Rate Study Update

Ms. Rogren summarized that the District has utilized the services of Raftelis Financial Consultants, Inc. since 2018 to develop and update the District's cost of service-service based water rates. As the District considers future rate increases, the District's Cost of Service and Rate Study needs a comprehensive update. Raftelis Financial Consultants' scope of services includes an updated Cost of Service Analysis, Financial Plan Update, a Water Rate Update, and a Drought Rate Update in order to comply with the Proposition 218 requirements.

ON MOTION BY Director Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to enter into a Professional Service Agreement with Raftelis Financial Consultants, Inc. for a Cost of Service and Rate Study Update at a time-and-materials cost not to exceed \$59,773:

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

F. Consider Approval of Resolution 2022-09 Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2022-2023

Article XIII B of the California Constitution, and its implementing legislation requires each local agency to review the appropriations limit applicable to it annually. The appropriations limit is the maximum amount of proceeds of taxes which the District can appropriate during the fiscal year.

ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to adopt Resolution 2022-09 establishing the Appropriations Limit applicable to the District during Fiscal Year 2022-2023:

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

G. Consider Approval of Resolution 2022-10 Calling for an Election to be Held on Tuesday, November 8, 2022, for the Election of Two (2) Members of the Governing Board

Ms. Rogren introduced this item and provided a summary of the required election tasks, including the adoption of the resolution 2022-10. The regular District election will be held on Tuesday, November 8, 2022. Two Zones (Zones 2 and 5) are up for election (4-year terms). These zones are currently held by Director Mickelsen and President Feldman. Under state law, the District must submit a formal request to the County Elections Department to perform all the services required to conduct the District's election.

ON MOTION BY Vice President Muller and seconded by Director Reynolds, the Board voted by roll call vote to adopt Resolution 2022-10 calling for an election to be held on Tuesday, November 8, 2022, for the election of two (2) members of the Governing Board:

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

H. California Special Districts Association (CSDA) - 2022 Board Election - Bay Area Network, Seat B

Ms. Rogren stated that the Board, as a member of the California Special Districts Association, can participate in the Board Elections process by casting a vote for one of the candidates seeking to represent the Bay Area Network. Brief discussion ensued and the board members agreed to designate the District's vote for the incumbent, Ryan Clausnitzer.

I. Nunes Water Treatment Plant Upgrades Project Update #10

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during May 2022. Due to the supply chain issues with delays in receiving the valves, the contractor will need to halt work for 3-4 months until the valves arrive. This will extend estimated completion date to January 2024.

8) **MONTHLY INFORMATIONAL REPORTS**

A. General Manager's Report

Ms. Rogren summarized the planned activities for the District's 75th Anniversary Celebration.

B. Superintendent of Operations Report

Mr. Derbin summarized the Operation Highlights for the month of May 2022.

C. Water Resources Report

Ms. Brennan provided a water shortage and public outreach update. On May 24, SFPUC declared a stage 2 water shortage contingency and went from a 10% to an 11% shortage. The District will receive a revised final monthly allocation (water budget) by June 15. Also on May 24, the State Water resources Control Board approved additional emergency water conservation regulations. The regulations include certain requirements that the District has already adopted with Ordinance 2022-01, but the district will need to revise its ordinance to incorporate the State's new regulations.

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

Director Coverdell requested a future agenda item for staff to share a detailed organizational chart and outlining staff position responsibilities and workload.

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



Robert Feldman, President
Board of Directors



Mary Rogren, General Manager
Secretary to the District