

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday July 13, 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 7:09 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.

Jonathan Sutter, P.E., of EKI Environment & Water, Inc. was identified as participants in the meeting.

Members of the public: Michelle Dragony.

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT – There were no public comments.

4) CONSENT CALENDAR

- A. Approval of disbursements for the month ending June 30, 2021:
Claims: \$847,717.16; Payroll: \$173,175.20 for a total of \$1,020,892.36
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 8, 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-June 2021
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. Notice of Completion – Denniston Standby Generators Project
- J. Approval of Updates to Maintenance Worker I and Maintenance Worker II Job Descriptions
- K. SFPUC Hydrological Report for the Month of May 2021
- L. Water Service Connection Transfer Report – June 2021

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

A. ON MOTION BY Director Michelsen and seconded by Director Muller and 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

Director Coverdell commented on the California Delta water level being very low and the lack of freshness in the water.

President Reynolds noted that he was a presenter at the American Water Works Association National Conference in June 2021. He commented on how the international component of the conference was much stronger this year than in any of the 30 years that he has attended the conference.

6) GENERAL BUSINESS

A. Approval of a Professional Services Agreement with EKI Inc, for Engineering Design and Construction Support Services for the Miramontes Point Road Water Main Replacement

Mr. Derbin highlighted the need to replace the Miramontes Point Road Water Main. He explained that the 10" water main was installed in 1999. Since its installation, the pipeline has had many leaks due to corrosion. Jonathan Sutter, P.E. of EKI Environment & Water, Inc. was present to answer questions from the Board.

ON MOTION BY President Reynolds and seconded by Vice-President Feldman, the Board voted by roll call vote to authorize the General Manager to retain the professional services of EKI Environment & Water, Inc. ("EKI") for design and construction support services for replacement of the Miramontes Point Water Main for a not-to-exceed budget of \$116,800.

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

B. Fiscal 2021-2022 Year-End Financial Results - Preliminary

Ms. Rogren summarized the preliminary results for the Fiscal Year ending June 30, 2021. She reviewed key revenue and expense highlights, capital improvement plan spending, and cash reserve balances.

C. Consider Approval of Resolution 2021-05 Establishing Appropriations Limit Applicable to District During Fiscal Year 2021-2022

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 Mickelsen and seconded by Director Coverdell, the Board voted by roll call vote to adopt the Resolution establishing appropriations limit applicable to District during Fiscal Year 2021/2022.

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

D. Approval of Water Services Agreement Between Coastside County Water District and Giusti Family LLC

Ms. Rogren summarized the water services agreement between Coastside County Water District and Giusti Family LLC. The Giusti Family has utilized an existing one-inch water meter since the 1960's for the 1800 Higgins Canyon Road parcel (the "Property") which is outside the District's service and jurisdictional boundaries. The Giusti Family intends to construct new farm labor housing units on the Property.

Pursuant to the District's Coastal Development Permit for the El Granada Pipeline Replacement Project, the District is prohibited from providing additional or new water service outside of the District's boundaries. While the District can provide water service to the existing water connection consistent with the meter's current capacity, the District cannot provide water service that exceeds the current capacity. The Agreement provides that the District will provide water service under the terms set forth in the Agreement including that the water usage may not exceed the capacity of the existing one-inch

meter. The District's responsibility ends at the existing meter, and the Giusti Family LLC is responsible for the infrastructure and facilities downstream of the meter and obtaining approvals from the applicable County and other agencies including County Health; Coastside Fire Protection District; and LAFCO.

The County of San Mateo has reviewed and approved the Agreement.

ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to approve the Water Service Agreement ("Agreement") between Coastside County Water District ("District") and Giusti Family LLC ("Applicant") related to the Applicant's proposed Farm Labor Housing Project to be located at 1800 Higgins Canyon Road (Parcel #064-370-210).

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

7) MONTHLY INFORMATION REPORTS

A. General Manager's Report

Ms. Rogren explained that the America's Water Infrastructure Act of 2018 requires all community water systems serving populations greater than 3,300 persons to assess the risks to and resiliency of its systems. The Risk and Resiliency Assessment ("RRA") must be completed every 5 years and certified with the Environmental Protection Agency ("EPA".)

District Staff with the assistance of Launch Consulting Inc. conducted the Risk and Resiliency Assessment in compliance with the ANSI/AWWA J100 standard and successfully certified the RRA with the EPA by the mandated June 30, 2021 date.

On June 17, 2021, Cal-OSHA approved updates to its COVID-19 Emergency Temporary Standards. As required by law, the District updated its COVID-19 Prevention Program (CPP) document and distributed to District staff and posted on the District's website.

B. Superintendent of Operations Report

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

C. Water Resources Report

Ms. Brennan announced that the 2020 Consumer Confidence Report (CCR) Annual Water Quality Report had been posted on the District's website in both English and Spanish. In June 2021, the District mailed postcards to customers with a direct link to the CCR. The drinking water delivered to customers met all U.S. EPA and California drinking water health standards in calendar year 2020.

8) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

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

9) CLOSED SESSION

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

In the closed session the Board gave direction to its agency designated representative.

10) ADJOURNMENT-The Board Meeting was adjourned at 8:20 p.m.



Glenn Reynolds, President
Board of Directors

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District

