

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 10, 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** - Vice President Chris Mickelsen called the meeting to order at 7:00 p.m. Present at roll call: Director Bob Feldman and Director Glenn Reynolds. President John Muller and Director Ken Coverdell were absent.

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 and Lisa Sulzinger, Administrative Analyst

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **CONSENT CALENDAR**

Item "J" Water Transfer Connection Report for September 2023 was removed from the Consent Calendar as it was for informational purposes only. It was part of the agenda packet, however, not part of the action to approve the Consent Calendar.

- A. Approval of disbursements for the month ending September 30, 2023:
Claims: \$ 1,708,601.95; Payroll: \$ 298,269.40 for a total of \$ 2,006,871.35
September 2023 Monthly Financial Claims reviewed and approved by Director Coverdell
- B. Acceptance of Financial Reports
- C. Approval of Minutes of September 12, 2023, 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 September 2023

- G. Leak/Flushing Report – September 2023
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – August 2023

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to approve the Consent Calendar:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Director Feldman reported on the Association of California Water Agencies (ACWA) Region 5 tour at Alameda County Water District on September 22, 2023 that he attended.
- Vice President Mickelsen reported on the Hetch Hetchy tour that he attended.

6) GENERAL BUSINESS

A. Approval of Professional Services Agreement with Balance Hydrologics, Inc. for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Collection

Ms. Rogren summarized that Balance Hydrologics, Inc. has been providing the stream gaging, groundwater monitoring and data collection since Water Year 2011. The District staff recommends continuing these services for Water Year 2024. This will be a time-and-materials estimated cost of \$99,106.

ON MOTION BY Director Feldman and seconded by Vice President Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a Professional Services Agreement with Balance Hydrologics, Inc. for Water Year 2024 stream gaging, groundwater monitoring, and data analysis for the Denniston Creek and San Vicente Creek watersheds for an estimated time-and-materials cost of \$99,106:

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

B. Approval of a Not-To-Exceed Budget with Calcon Systems Inc. for Additional Scope SCADA Control Strategy Items for the Nunes Water Treatment Plant Upgrade Project

The contract for the Nunes Water Treatment Plant Upgrades Project was awarded to Ranger Pipelines, Inc. (“Ranger”). A SCADA contract budget allowance was included as part of the Ranger contract and Calcon Systems, Inc. (“Calcon”) was selected due to their familiarity with the Nunes Water Treatment Plant controls. Over the course of the upgrade project, staff has identified additional SCADA control strategy modifications that are outside the scope of the Ranger contract. The District will contract directly with Calcon for a not-to-exceed time and materials budget of \$59,917.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to approve a not-to-exceed time and materials budget with Calcon Systems Inc. for \$59,917 for additional scope SCADA control strategy items as part of the Nunes Water Treatment Plant Upgrades Project:

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

C. Quarterly Financial Review

Ms. Rogren summarized the year-to-date revenue and expenses for the first three months of Fiscal Year 2023-2024. She highlighted that the total revenue was \$421,000 or 10.6% below budget due to reduced water usage. She also recapped the Capital Improvement Program expenditures and the District Cash reserves.

D. Nunes Water Treatment Plant Upgrades Project Update #26

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

E. Award of Contract – District Office Landscape Renovation Project

Ms. Brennan summarized that due to the drought and water shortage conditions the Landscape Renovation Project at the District Office was delayed. In Spring 2023 the water shortage was declared over, and District staff resumed their efforts to obtain a design for the project. The District posted the request for proposals on the District

website and reached out to local licensed contractors. The District received one proposal by the deadline from Scapes, Inc. for a total of \$33,000.

ON MOTION BY Director Feldman and seconded by Vice President Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement not to exceed \$33,000 with Scapes, Inc. for the installation of new landscaping at 766 Main Street:

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

7) **MONTHLY INFORMATIONAL REPORTS**

A. General Manager's Report

Ms. Rogren reported that the District has been recognized by the Association of California Water Agencies (ACWA) as the Region 5 Outreach award winner for the District's efforts in helping ACWA accomplish its legislative goals in 2023. The District was also recognized by ACWA in 2022.

B. Superintendent Of Operations Report

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

C. Water Resources Information Report

Ms. Brennan reported that in the Pumpkin Festival pullout in the Half Moon Bay Review the District will have an advertisement for the *Imagine A Day Without Water* campaign promoting investment in water infrastructure.

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

There were no requests for future agenda items.

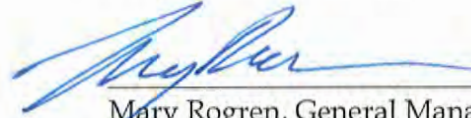
9) **CLOSED SESSION**

Pursuant to California Government Code Section 54956.9(d)(1)
Conference with Legal Counsel - Existing Litigation
City of Camden, et al., v. 3M Company - Case No. 2:23-cv-03147-RMG
City of Camden, et al., v. E.I. DuPont de Nemours and Company - Case No. 2:23-cv-03230-RMG

- 10) **RECONVENE TO OPEN SESSION**
Public report of closed session action - No Action Taken

- 11) **ADJOURNMENT - Board Meeting Adjourned at 8:27 p.m.**

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District



Chris Mickelsen, Vice President
Board of Directors