

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

October 15, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order at 7:00 p.m. Present at roll call: Directors Bob Feldman, Jim Larimer, Glenn Reynolds, and Vice-President Chris Mickelsen.

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resource Analyst; Darin Sturdivan, Distribution Supervisor; and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** - There were no public comments.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending September 30, 2019:
Claims: \$1,519,018.96; Payroll: \$108,006.42 for a total of \$1,627,025.38
- B. Acceptance of Financial Reports
- C. Approval of Minutes of September 10, 2019 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 2019
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. S.F.P.U.C. Hydrological Report for the month of August

Director Larimer reported that he had reviewed the monthly financial claims and found all to be in order.

ON MOTION BY Vice-President Mickelsen and seconded by Director Feldman, the Board voted to approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reports of meetings attended or Director comments.

6) GENERAL BUSINESS

A. Approval of Professional Services Agreement with EKI Environment and Water for Predesign Services for Replacement of Water Lines at Grandview Boulevard, Silver Avenue, Terrace Avenue and Spindrift Way Under Highway 1

Ms. Rogren reported that the City of Half Moon Bay is in the process of completing design work, with construction planned to occur over the next one to two years, for the \$8 million Highway 1 Safety - North Project. She explained that District staff believes that the existing pipelines in these areas were installed in the early 1970's and that the condition of the materials, the pipe ages and the pipe conditions have not been determined and may warrant being replaced. She further explained that given the reconfiguration of these intersections and the significant investment, District staff is interested in coordinating the timing of the replacement of these four aging pipelines with the City of Half Moon Bay's project, if replacement of the pipelines is warranted.

Mr. Rogren summarized the predesign efforts, including verification of the existing pipe sizes and materials to establish the need and priority for pipeline replacement, mapping of the existing utilities and future Highway 1 improvements, development and evaluation of conceptual jack and bore alignments and development of a project implementation schedule that considers the timing of the City of Half Moon Bay's Highway 1 Project.

Discussion ensued with Mr. Dickson and Ms. Rogren answering several questions from the Board.

ON MOTION BY Vice-President Mickelsen and seconded by Director Reynolds, the Board voted by roll call vote to authorize the General Manager to retain the professional services of EKI Environment and Water (EKI) for Predesign Services for Replacement of Water Lines at Grandview Boulevard, Silver Avenue, Terrace Avenue and Spindrift Way Under Highway 1 in the not to exceed amount of \$45,600:

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

B. Contract with Balance Hydrologics for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Analysis

Ms. Rogren introduced this item by reminding the Board that the District has been utilizing the services of Balance Hydrologics for stream gaging, monitoring, and analysis services since 2011. Additionally, she emphasized the importance in quantifying the amount of water available for diversion from Denniston and San Vicente Creeks through these measures as a valuable part of the District's efforts to secure its water rights on those streams.

The Board briefly discussed the benefits of continuing these services and the data collection as an important tool in securing the District's water rights.

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a contract with Balance Hydrologics, Inc. for Water year 2020 stream gaging, groundwater monitoring, and data analysis for the Denniston Creek and San Vicente watersheds for an estimated time-and-materials cost of \$96,935:

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

C. Denniston Water Treatment Plant and Pump Station Standby Generators Project Procurement of Equipment

Mr. Derbin reviewed the overall process of obtaining the engineering procurement specifications and design work and the bid solicitation process for purchasing the standby generators for the Denniston Water Treatment Plant.

ON MOTION BY Director Reynolds and seconded by Director Larimer, the Board voted by roll call vote to authorize the General Manager to purchase two standby generators with Automatic Transfer Switches for the Denniston Water Treatment Plant and Booster Pump Station for a not-to-exceed amount of \$213,000:

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

D. Approval of Professional Services Agreement with Calcon Systems Inc. for SCADA Hardware Replacement and Software Update

Mr. Derbin described the configuration of the District's Supervisory Control and Data Acquisition System (SCADA) and the need to strengthen the District's water system resiliency with an up to date SCADA system in order to better prepare staff to respond to water system failures in a timely fashion.

Mr. Derbin and Ms. Rogren answered a few questions from the Board members about the hardware and software components.

ON MOTION BY Director Reynolds and seconded by Director Feldman the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with Calcon Systems Inc. for the replacement of the Nunes, Denniston, Crystal Springs Pump Station and Main Street Supervisory Control and Data Acquisition (SCADA) computers with updated SCADA software for a not-to-exceed amount of \$104,000:

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

E. Award of Contract with American Eagle Roofing and Sheet Metal Inc. for 766 Main Street Roof Replacement and Award of Contract with Falco Construction Company Inc. for General Contracting Services and Fascia Board and Gutter Replacement

Mr. Derbin summarized the condition and need for replacement of the roof, fascia boards and gutters of the District office building at 766 Main, originally built in 1974.

ON MOTION BY Director Reynolds and seconded by Director Larimer the Board voted by roll call vote to authorize the General Manager to contract with American Eagle Roofing and Sheet Metal Inc. for roof replacement for a not to exceed amount of \$42,000 and also to authorize the General Manager to contract with Falco Construction Company Inc. for general contracting services and fascia board and gutter replacement for a not to exceed amount of \$68,160 for a total of \$110,160. for both contracts:

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

F. Approval of Change Orders for Ferdinand Avenue Pipeline Project

Mr. Derbin outlined the Ferdinand Avenue Pipeline Project circumstances that created contract change orders in the sum of \$40,950, an 8.1% overall increase in the approved contract amount.

ON MOTION BY Director Larimer and seconded by Director Reynolds the Board voted by roll call vote to approve Change Orders 1 and 2 for the Ferdinand Pipeline Project:

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

G. Quarterly Financial Review

Ms. Rogren summarized the year to date revenue and expenses for the first quarter of Fiscal year 2019-2020. She reviewed key highlights including revenue of \$232,000 above budget due to changes in timing of ERAF payments from San Mateo County and expenses totaling \$12,000 under budget due to a savings in pension expense, engineering expenses and other spending timing differences. Additionally, she reported that the District has spent \$1,388,000 year to date on the Capital Improvement Program against a budget of \$4,970,000, on the Ferdinand Avenue Pipeline Replacement Project, fire hydrant purchases and the Bell Moon Pipeline Replacement Project. Ms. Rogren then answered a few questions from the Board members.

H. Resolution 2019-04 Appointing Mary Rogren as Secretary of the District and also Assigning Certain Duties of Treasurer

President Coverdell introduced this agenda item; there were no comments from the Board members.

ON MOTION BY Director Reynolds and seconded by Director Larimer, the Board voted by roll call vote to approve Resolution 2019-04 appointing Mary Rogren as Secretary of the District and also assigning certain duties as Treasurer:

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

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager

Mr. Dickson reflected on the past twelve years in his role as the General Manager of the Coastside County Water District, noting that he felt honored and privileged to have worked for this Board and with the amazing staff of the District. He also thanked the Board for their role in the success of the District.

Each of the Board members shared a few comments and their appreciation with regards to Mr. Dickason's contributions to the District.

B. Assistant General Manager

Ms. Rogren reported on the District's positive results in dealing with the PG&E Public Safety Power Shutdown the previous week, noting that staff considered the outage to be a good drill for testing the District's emergency preparedness.

C. Superintendent of Operations

Mr. Derbin reviewed operations highlights for the month of September.

D. Water Resource Analyst Report

Ms. Brennan reviewed the District's water loss audit for Fiscal Year 2019 and summarized the end of the water year 2019 precipitation totals for Half Moon Bay.

10) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Reynolds reported that he had applied for a \$25,000 no-cost award for professional assistance with the District's source water stability, including 250 hours of technical assistance through the Water Now Alliance, a privately funded organization that promotes conservation and water viability in the United States.

11) ADJOURNMENT

The Board meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors