

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, November 8, 2022

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the meeting was conducted by hybrid format offering the option of participating in person, zoom video conference, or by teleconference.

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 Bob Feldman called the meeting to order at 7:00 p.m. Present at roll call: Vice President John Muller, Directors Ken Coverdell, Chris Mickelsen and Glenn Reynolds

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) **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 Director Reynolds 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 October 31, 2022:
Claims: \$ 774,560.40; Payroll: \$ 205,643.98 for a total of \$ 980,204.38
October 2022 Monthly Financial Claims reviewed and approved by Director Mickelsen
- B. Acceptance of Financial Reports
- C. Approval of Minutes of October 11, 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 October 2022
- G. Leak/Flushing Report – October 2022
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – September 2022
- J. Approval for Vice-President Muller to attend the Association of California Water Agencies (ACWA) Fall Conference in Indian Wells November 29-December 1, 2022

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

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

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

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no meetings reported.

7) GENERAL BUSINESS

A. Review the District's Financial Model and Proposed Water Service Rate Adjustments and Water Shortage Rate Adjustments to be Effective January 19, 2023 and January 18, 2024

Ms. Rogren summarized the District's financial model and proposed Water Service Rate Adjustments and Water Shortage Rate Adjustments to be effective January 19, 2023 and January 18, 2024. The Public Notice was sent out on October 27, 2022 and the Public Hearing will be held on Tuesday, December 13, 2022 at 7:00 p.m. during the regular Board of Directors' Meeting.

B. Capital Improvement Program Update

Ms. Rogren summarized the key highlights for Fiscal Year 2022-2023 through October 2022.

- Completion of the water line replacement under Pilarcitos Creek from Strawflower to Pilarcitos/Oak Avenue.
- Began construction of Grandview neighborhood pipeline replacement project.
- Continued work on Nunes Water Treatment Improvement Project.
- Pipeline projects in design: Miramontes Point Road water main replacement; Highway 92 water main replacement; Alameda Ave crossing at Medio Creek; Poplar Avenue pipeline replacement.
- Carter Hill Tank Replacement Project at 100% design.

C. Purchase of 20 Clow Hydrants from Core & Main

The District's Capital Improvement Program includes \$140,000 per year for dry barrel hydrant replacement through FY 31/32. Staff received informal bids from three vendors, and Core & Main provided the lowest pricing. The 20 clow wet barrel hydrants will cost \$102,771.16.

ON MOTION BY Director Reynolds and seconded by Vice President Muller, the Board voted by roll call vote to waive the sealed competitive bid requirement and authorize the General Manager to purchase 20 Clow 2065 model bronze wet barrel hydrants for \$102,771.16 from Core & Main.

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

D. Consider Resolution 2022-12 Authorizing the Grant Application, Acceptance, and Execution of the Financial Assistance Agreement for the Coasts County Water District Carter Hill Tank Project

Ms. Rogren reported that the District has engaged EKI, Environment and Water, Inc. to prepare a grant application to the California Department of Water Resources for the Carter Hill Tank Project. The application requires that the Board approve a resolution authorizing the grant application, acceptance, and execution of the Financial Assistance Agreement.

ON MOTION BY Director Coverdell and seconded by Director Reynolds, the Board voted by roll call vote to approve Resolution 2022-12 authorizing the grant application, acceptance, and execution of the Financial Assistance Agreement with the California Department of Water Resources for the Coasts County Water District Carter Hill Tank Project

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

8) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

Ms. Rogren reported that the District is being recognized by ACWA (Association of California Water Agencies) in Region 5 for being an Outreach award winner.

B. Superintendent of Operations Report

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

C. Water Resources Informational Report

Ms. Brennan summarized the water shortage outreach activities for the month of October. Ms. Brennan also reported that the State Water Resources Control Board adopted new Water Loss Performance Standards Regulations on October 19, 2022. Staff is currently reviewing the regulations and is in discussions with the District's water loss control consultants on a compliance strategy.

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

There were no requests for future agenda items.

10) **ADJOURNMENT - Board Meeting Adjourned at 8:04 p.m.**



Robert Feldman, President
Board of Directors



Mary Rogren, General Manager
Secretary to the District