

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, November 14, 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** – President Muller called the meeting to order at 7:01 p.m. Present at roll call: Vice President Chris Mickelsen, Director Ken Coverdell, Director Bob Feldman, and Director Glenn Reynolds.

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; 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**

- A. Approval of disbursements for the month ending October 31, 2023:
Claims: \$ 1,096,511.40; Payroll: \$ 203,788.10 for a total of \$1,300,299.50
October 2023 Monthly Financial Claims reviewed and approved by Director Muller
- B. Acceptance of Financial Reports
- C. Approval of Minutes of October 10, 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 October 2023
- G. Leak/Flushing Report – October 2023
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – September 2023 and October 2023

J. Notice of Completion - Denniston Reservoir Maintenance Dredging Project for Year 2023

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

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

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

No meetings or comments reported.

6) **GENERAL BUSINESS**

A. **Award of Contract to Golden Bay Construction, Inc. for the Magellan Avenue at Highway 1 and Medio Creek Pipeline Rehabilitation Project**

Mr. Derbin summarized the need to rehabilitate 475 linear feet of 10-inch cast iron pipe that crosses under Highway 1 at Magellan Avenue and the rehabilitation of 175 linear feet of existing 10-inch welded steel pipe that crosses Medio Creek along Alameda Avenue. Seven bids were received, with Golden Bay Construction, Inc. providing the lowest bid.

ON MOTION BY Vice President Mickelsen and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Golden Bay Construction, Inc. for \$308,805 to construct the Magellan Avenue at Highway 1 and Medio Creek Pipeline Rehabilitation Project

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

B. **Award of Contract to Andreini Bros., Inc. for the Myrtle Street and 2nd Avenue Valve Replacement Project**

Mr. Derbin summarized the need to replace fifteen broken/inoperable water main valves and eliminate a 6" water main that crosses behind several backyards along 2nd Avenue between Granelli Avenue and Myrtle Street. Nine bids were received, with Andreini Bros., Inc. providing the lowest bid.

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 contractual agreement with Andreini Bros, Inc. for \$199,910 for the Myrtle Street and 2nd Avenue Valve Replacement Project:

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

C. Approval of Professional Services Agreement with Water Resources Economics, LLC for a Water Rate Study and Cost-of-Service Analysis

Ms. Rogren summarized that at the December 13, 2022 Regular Board of Directors Meeting, the Board approved Resolution 2022-13 amending the District's Rate and Fee Schedule to increase water service rates and water shortage rates effective January 19, 2023 and January 18, 2024. These rate increases were supported by the October 26, 2022 Water Financial Plan and Rate Update Study prepared by Raftelis Financial Consultants Inc. The updated study used the May 15, 2018 Cost-of-Service and Rate Study. As the District considers future rate adjustments, the District's Cost-of-Service Analysis and Rate Study will need to be revised. Water Resources Economics, LLC's proposal includes the development of a new Financial Plan, Cost-of-Service Analysis, Water Rate and Water Shortage Rate Study. The Financial Plan includes a long-range financial plan/model that can be utilized to develop future years' rate increases beyond January 2024 which comply with the substantive requirements of Proposition 218.

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 Water Resources Economics, LLC to provide a Water Rate Study and Cost-of-Service Analysis at a time-and-materials cost not to exceed \$67,960:

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

D. Approval of a Treatment/Distribution Operator New Hire Effective January 1, 2024 in Anticipation of Upcoming Employee Retirement on May 1, 2024

Mr. Derbin summarized that due to an upcoming employee retirement, and during a recent recruitment for a Treatment/Distribution Operator (assigned to Treatment) the District identified a potential candidate for the upcoming open Treatment/Distribution Operator (assigned to Distribution) position. Staff would like to extend an offer to this candidate for a start date in January 2024 to allow for cross training, integration, and knowledge transfer in anticipation of the pending retirement.

ON MOTION BY Director Reynolds and seconded by President Muller, the Board voted by roll call vote to approve the hire of a new Treatment/Distribution Operator (assigned to Distribution) effective January 1, 2024 in anticipation of the May 1, 2024 retirement of a District employee (currently serving in this same position):

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

E. Review of Board of Directors' Compensation Policy

Ms. Rogren summarized the Board of Directors compensation policy that was last set in October 2006 at \$150.00 per day for a maximum of \$600.00 per month (4 days per month) via Ordinance # 2006-01. This Ordinance specifies that the per day compensation applies to attendance at Regular, Special, and Standing Committee meetings. In October 2006, the Board adopted Resolution 2006-19 that identified certain meetings, conferences, and activities that are pre-approved as services rendered at the request of the Board. After much discussion, the Board requested that staff prepare a resolution to present to the Board at the next Board meeting that expands the list of pre-approved meetings and activities that the Board will receive compensated for, but not to change the per day compensation or the number of days per month that Board members may be compensated.

F. Nunes Water Treatment Plant Upgrades Project Update #27

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

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

Ms. Rogren reported that due to the recent disruptive activity at public agency Zoom meetings, BAWSCA (Bay Area Water Supply and Conservation Agency) had polled their member agencies regarding meeting formats. The District is currently using the hybrid model for conducting its Board meetings that allows both in person and remote participation, and 19 other BAWSCA agencies are as well. Ms. Rogren stated the District will remain using the hybrid format for its Board meetings.

B. Superintendent Of Operations Report

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

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Reynolds requested that staff provide a summary of the District's safety record at a future meeting.

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 - Direction was given to Legal Counsel.

11) ADJOURNMENT - Board Meeting Adjourned at 9:02 p.m.

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District



John Muller, President
Board of Directors

