

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, December 12, 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 7:00 p.m. Present at roll call: Vice President Chris Mickelsen, Director Ken Coverdell, Director Bob Feldman. Director Glenn Reynolds stated he was participating remotely (Via Zoom by video and audio) pursuant to the "Just Cause" basis under AB2449 because of a physical disability. Director Reynolds stated there was no one over 18 in the room with him. Mr. Miyaki stated that all the requirements for Director Reynolds to participate in the Board meeting remotely under AB2449 have been satisfied.

Also present: Mary Rogren, General Manager, Jeffery Schneider, Asst. General Manager Finance/Admin., Patrick Miyaki, Legal Counsel; Cathleen Brennan, Water Resources Analyst, Lisa Sulzinger, Administrative Analyst and Emma Barr, Customer Service II

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **SPECIAL ORDER OF BUSINESS**

Ms. Rogren introduced Jeffery Schneider, the District's new Assistant General Manager Finance/Administration.

- 5) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending November 30, 2023:  
Claims: \$ 942,778.59; Payroll: \$ 200,375.00 for a total of \$ 1,143,153.59

*November 2023 Monthly Financial Claims reviewed and approved by Director Reynolds*

- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 14, 2023, Special Board of Directors Meeting
- D. Approval of Minutes of November 14, 2023, Regular Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - November 2023
- H. Leak/Flushing Report - November 2023
- I. Monthly Rainfall Reports

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

**ON MOTION BY Director Coverdell and seconded by Director Feldman, 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

**6) MEETINGS ATTENDED / DIRECTOR COMMENTS**

- President Muller attended the ACWA 2023 Fall Conference in Indian Wells, CA and reported on the various meetings he attended.
- Director Coverdell reported on the District Office Landscaping and recognized Ms. Brennan for all her hard work during the project.
- Vice President Mickelsen reported that the Bay Area Water Supply & Conservation Agency (BAWSCA) had just celebrated their 20-year anniversary.

**7) GENERAL BUSINESS**

**A. Award of Contract - Crystal Springs Pump Station Fire Sprinkler Alarm System Upgrade/Replacement**

Ms. Rogren summarized that in Summer, 2023, the existing fire sprinkler system located at Crystal Springs Pump Station had been overhauled to operate as originally designed. The fire alarm monitoring system now needs to be upgraded so that the pump station is adequately monitored for heat and smoke/fire.

**ON MOTION BY Director Coverdell and seconded by Vice President Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement**

for the upgrade/replacement of the Crystal Springs Pump Station (CSP) Fire Sprinkler Alarm System for \$62,212 with Johnson Controls Fire Protection LP:

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

**B. Approval of Professional Services Agreement with HDR, Inc. for the Denniston Water Treatment Plant Process Evaluation, Treatability Analysis, Corrosion Control, and Denniston and San Vicente Watershed Sanitary Surveys**

Ms. Rogren summarized that the San Vicente pipeline design is nearly complete and the project is expected to go out to bid in spring 2024. The San Vicente water source is currently in a "standby" status with the State Water Resources Control Board Division of Drinking Water (DDW). Staff requested DDW to outline next steps required to move the San Vicente water source from "standby" to "active" status. DDW provided staff with a sampling program and list of technical engineering studies that will need to be completed. HDR, Inc. provided a proposal to assist the District with these studies.

**ON MOTION BY Director Feldman and seconded by Director Reynolds, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with HDR, Inc. for Denniston Water Treatment Plant Process Evaluation, Treatability Analysis, Corrosion Control, and Denniston and San Vicente Watershed Sanitary Surveys for a not to exceed amount of \$275,988:**

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

**C. Hanson Bridgett Billing Rates - Proposed Increase**

Mr. Miyaki, the District's Legal Counsel, explained that in September 2020 the District approved a three-year rate schedule for Hanson Bridgett legal services effective January 1, 2021. Mr. Miyaki presented an updated three-year schedule for the Board's approval. The first scheduled rate increase will be effective starting January 1, 2024.

**ON MOTION BY President Muller and seconded by Director Coverdell, the Board voted by roll call vote to approve proposed increase to Hanson Bridgett Billing Rates effective January 1, 2024, January 1, 2025, and January 1, 2026:**

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

**D. Consider Approval of Resolution No. 2023-08 of the Board of Directors of the Coastside County Water District Amending Code of Conduct Section XII Regarding Board Member Compensation**

Ms. Rogren summarized that at the November 14, 2023, Board of Director meeting the Board reviewed the Board of Directors compensation 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 also 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 decided to expand the list of meetings, conferences, and educational seminars. The proposed Resolution No. 2023-08 accomplishes this by expanding the list of pre-approved meetings, conferences, and educational seminars, and allows for expense reimbursement for travel, lodging and meals.

**ON MOTION BY Director Coverdell and seconded by Vice President Mickelsen, the Board voted by roll call vote to approve Resolution No. 2023-08 of the Board of Directors of the Coastside County Water District amending Code of Conduct Section XIIa regarding Board member compensation to expand the list of meetings, conferences, and educational seminars that are deemed preapproved service rendered at the request of the Board for which a Board member may receive compensation and expense reimbursement for travel, lodging and meals:**

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

**E. Nunes Water Treatment Plant Upgrades Project Update #28**

Ms. Rogren gave an update on the progress made at the Nunes Water Treatment Plant during November 2023.

**F. Election of Coastside County Water District Board President and Vice President**

Nominations were open with Director Coverdell nominating Vice President Mickelsen to serve as the District's 2024 Board President. Director Feldman nominated Director Reynolds to service as Vice President.

**ON MOTION BY President Muller and seconded by Director Coverdell, the Board voted by roll call vote to elect Chris Mickelsen as President and Glenn Reynolds as Vice President:**

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

## 8) MONTHLY INFORMATIONAL REPORTS

### A. General Manager's Report

- Ms. Rogren summarized that the board convened into closed session at the November 14 Board meeting to discuss the PFAS litigation against the E.I. DuPont de Nemours and Company and 3M Company. In the closed session, direction was given to legal counsel. In late November, the District learned that the City and County of San Francisco made the decision to opt out of the two settlements. Therefore the District filed the necessary documents to opt out of both of the settlements by the opt out deadlines.
- On December 13, 2023, the 2<sup>nd</sup> year Water Rate Notice was mailed to District customers.
- Ms. Rogren reported that the District is being recognized by ACWA/JPIA (Association of California Water Agencies/Joint Powers Insurance Authority) with the Presidents Special Recognition Award for having a loss ratio of 20% or less in their Liability, Property and Workers Compensation programs as a result of keeping claims low.
- At the November 28, 2023 San Francisco Public Utilities Commission meeting, the Commission approved the Amended and Updated Water System Level of Service Goals and Objectives.
- The Bay Area Water Supply and Conservation Agency recently celebrated their 20<sup>th</sup> anniversary.

### B. Superintendent Of Operations Report

Ms. Rogren summarized the Operation Highlights for the month of November 2023.

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

There were no requests for future agenda items.

10) **ADJOURNMENT - Board Meeting Adjourned at 8:23 p.m.**

Respectfully submitted,



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Mary Rogren, General Manager  
Secretary to the District



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John Muller, President  
Board of Directors