

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, December 13, 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; and Lisa Sulzinger, Administrative Analyst.

Also participating Nancy Phan and Kevin Kostiuk, Raftelis Financial Consultants Inc.

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

Administration of Oath of Office to newly appointed Directors

Vice President Muller administered the Oath of Office to newly appointed Directors, Bob Feldman and Chris Mickelsen.

5) **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”**

Governor Newsom’s Executive Order dated back on March 4, 2020, 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 Coverdell and seconded by Director Muller, 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

6) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending November 30, 2022:
Claims: \$ 836,688.50; Payroll: \$ 212,133.43 for a total of \$ 1,048,821.93
November 2022 Monthly Financial Claims reviewed and approved by Director Coverdell
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 8, 2022, Regular Board of Directors Meeting
- D. Approval of Minutes of November 8, 2022, Special 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 2022
- H. Leak/Flushing Report - November 2022
- I. Monthly Rainfall Reports
- J. SFPUC Hydrological Conditions Report - October 2022
- K. Notice of Completion - Replacement of 8-Inch Pipeline Under Pilarcitos Creek (Strawflower) Project
- L. Notice of Completion - Denniston Reservoir Maintenance Dredging Project for Year 2022

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

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

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

7) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Director Reynolds attended the National Ground Water Association annual conference in Las Vegas, and provided a brief report.
- Director Coverdell commented about the significant snowpack in the High Sierras.
- Director Muller attended the ACWA Fall Conference in Indian Wells, CA and provided a brief report.
- Director Feldman commented that the District was recognized at the ACWA Fall Conference as one of the Outreach Recognition Award winners.
- Director Mickelsen attended the BAWSCA Board meeting and provided a brief summary.

8) GENERAL BUSINESS

- A. Public Hearing to Consider Proposed Amendment to the Rate and Fee Schedule to Increase Water Rates and Water Shortage Rates Effective January 19, 2023 and Effective January 18, 2024 and Finding that the Amendment is Exempt from the California Environmental Quality Act**

Ms. Rogren introduced the District's rate consultants Ms. Phan and Mr. Kostiuk of Raftelis Financial Consultants Inc. who prepared the District's Water Financial Plan and Rate Update Study dated October 26, 2022 that

supports the proposed Water Rates and Water Shortage Rates. The October 26, 2022 Update Study utilized the May 15, 2018 Cost of Service and Rate Study in order to develop cost of service-based Water Rates and Water Shortage Rates which comply with the substantive requirements of Proposition 218. Pursuant to California Government Code Section 53759, there is a 120-day statute of limitations for challenging the Water Service Rates and Water Shortage Rates from the date the Board of Directors adopt the resolution approving these rates.

Ms. Phan's presentation included a summary of the District's Rate Study, Financial Plan, Water Rates and Water Shortage Rates.

1. Open Public Hearing

- At 7:41, President Feldman opened the Public Hearing on proposed Amendment to the Rate and Fee Schedule to Increase Water Rates and Water Shortage Rates 6% effective January 19, 2023 and 6% effective January 18, 2024. Mr. Miyaki noted that there were no members of the public in attendance and no public comment, and no hands raised virtually. He noted that the District had received two written protests.

2. Close Public Hearing

At 7:44, President Feldman closed the public meeting.

3. Board Comments/Board Action

Comments and discussion ensued among the Board members.

ON MOTION BY Director Coverdell and seconded by Vice President Muller, the Board voted by roll call vote to adopt Resolution 2022-13 - A Resolution of the Board of Directors of Coastside County Water District Amending the Rate and Fee Schedule to Increase Water Service Rates and Water Shortage Rates and Finding that the Amendments are Exempt from the California Environmental Quality Act:

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

B. Election of Coastside County Water District Board President and Vice President

Nominations were opened with Director Coverdell nominating Vice President Muller to serve as the District's 2023 Board President. Director Reynolds nominated Director Mickelsen to serve as Vice President.

President Feldman closed the nominations.

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

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

C. Award of Contract to Casey Construction for the Installation of a Magnetic Flow Meter at Nunes Water Treatment Plant

Mr. Derbin summarized the project to install a magnetic flow meter at the Nunes Water Treatment Plant. This new meter will provide improved accuracy of how much water is sent to distribution from the Nunes Water Treatment Plant. Four bids were received, with Casey Construction providing the lowest bid.

ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Casey Construction for the installation of a Magnetic Flow Meter at the Nunes Water Treatment Plant for \$97,460

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

9) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

Ms. Rogren reported that the District is being recognized by ACWA/JPIA (Association of California Water Agencies/ Joint Powers insurance Authority) the Presidents Special Recognition Award for a loss ratio of 20% or less in Liability, Property and Workers Compensation for keeping the District's claims low for all three insurance programs.

B. Superintendent of Operations Report

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

C. Water Resources Informational Report

Ms. Brennan announced that plan reviews and other documents for water and fire services are now to be submitted online via the District's Accela Citizen Access Portal which is accessible via the District's website.

On December 7, 2022 the State Water Resources Control Board readopted the emergency water conservation regulation for up to an additional year due to continued drought conditions. If not readopted, the regulations would have expired on January 18, 2023.

On November 18, 2022 a flyer was mailed to the District's customers entitled "Your Dollars At Work, The Value of Water Infrastructure".

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Directors requested a future agenda item regarding water distribution/treatment training programs for high school or junior college students, and they noted that the closest college program is at Gavilan College in Gilroy.

10) ADJOURNMENT - Board Meeting Adjourned at 8:41 p.m.



Robert Feldman, President
Board of Directors



Mary Rogren, General Manager
Secretary to the District