

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

December 10, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order at 7:04 p.m. Present at roll call: Directors Bob Feldman, Jim Larimer, Glenn Reynolds, and Vice-President Chris Mickelsen.

Also present: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary, Cathleen Brennan, Water Resource Analyst; and Gina Brazil, Office Manager.

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

4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending November 30, 2019:
Claims: \$1,146,778.30; Payroll: \$334,028.08 for a total of \$1,480,806.38
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 12, 2019 Special Board of Directors Meeting
- D. Approval of Minutes of November 12, 2019 Regular Board of Directors Meeting
- E. Approval of Minutes of November 25, 2019 Special Board of Directors Meeting
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report - November 2019
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- J. Monthly Rainfall Reports
- K. S.F.P.U.C. Hydrological Report for the month of October 2019
- L. Notice of Completion - Ferdinand Avenue Water Main Replacement Project

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

ON MOTION BY Director Reynolds and seconded by Director Larimer, 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 Water Service Agreement for 415 and 417 Chesterfield Ave., Half Moon Bay

Ms. Rogren reviewed the background of this agenda item, noting that the agreement has been reviewed and approved by the District’s Legal Counsel.

ON MOTION BY Director Feldman and seconded by Director Reynolds, the Board voted by roll call vote to approve the Water Service Agreement between the Coastside County Water District and Jeffrey & April Murray and Marcos and Ester Hernandez for construction of a pipeline extension along Chesterfield Avenue in Half Moon Bay:

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

B. Agreement with Raftelis Financial Consultants, Inc. for FY 2021 and FY 2022 Financial Plan and Rate Update Study

Ms. Rogren reported that this item has recently been discussed with members of the District’s Finance Committee. She reminded the Board that in 2018, Raftelis Consultants prepared a Cost of Service Analysis and Rate Study in order to develop cost of service-based water rates which would meet the requirements of Proposition 218 and set the District’s rates for Fiscal Year 2019 and Fiscal Year 2020. Additionally, she advised that Raftelis will develop a long-range financial plan/model that will be utilized to develop the rates for Fiscal Year 2021 and 2022, as well as future years’ revenue needs. She outlined other services that Raftelis will perform, involving funding mechanisms, including pay-as-you-go and debt issuance, appropriate reserve targets, an updated rate study report and a workshop to be provided to the Board in approximately March of 2020. Ms. Rogren concluded discussion of this item by reporting the fiscal impact cost of \$38,201.

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 Raftelis Financial Consultants, Inc. to provide a Financial Plan and Rate Update Study for FY 2021 and FY 2022 at a time-and-materials cost not to exceed \$38,201:

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

C. Fiscal Year 2020-2021 and Fiscal Year 2021-2022 Budget Process Timeline

President Coverdell directed the Board’s attention to the current draft Budget Process Timeline. Ms. Rogren then briefly reviewed some of the key upcoming meeting dates and timeframes and advised that staff would be contacting the committee members regarding the scheduling of these important meetings and would continue to keep the Board updated with revisions and additions related to the budget process.

D. Professional Services Agreement for Biological Monitoring of the Stone Dam Pipeline Project

Mr. Derbin summarized the background of this project, emphasizing not only the importance, but the requirements of the on-site biological monitoring services currently being provided by Jim Steele. He reviewed the costs to date for these services of \$27,759. and the anticipated estimated costs of approximately \$49,500 to bring the Stone Dam Pipeline Project to completion, requesting that the Board authorize the General Manager to award a professional services agreement for this project biological monitoring work.

ON MOTION BY Director Larimer and seconded by Director Reynolds the Board voted by roll call vote to authorize the General Manager to award a professional services agreement for the Stone Dam Pipeline Project Biological Monitoring to Jim Steele for a not-to-exceed amount of \$49,500:

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

E. Resolution 2019-07 - 1) Adopting Proposed Residential Water Service Termination Policy and 2) Amending Section K of the General Regulations Regarding Water Service

Ms. Rogren provided the background of the Water Shutoff Protection Act (SB 998), signed into law in September of 2018 and summarized some of the updated policies which will be in effect by February 1, 2020. Ms. Rogren then reviewed the primary changes that the District must follow, and the financial impact in increased administrative costs related to the new noticing requirements and upfront costs.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to approve Resolution 2019-07 - 1) Adopting the Residential Water Service Termination Policy and 2) amending Section K of the General Regulations Regarding Water Service to be effective February 1, 2020:

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

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

Nominations were opened by President Coverdell, with Director Larimer nominating Vice-President Mickelsen to serve as the District's 2020 Board President, which was seconded by President Coverdell. The nomination period was then closed.

Director Feldman then nominated Director Reynolds to serve as the District's Vice-President, which was seconded by Director Larimer. The nomination period was then closed.

ON MOTION BY Director Reynolds and seconded by President Coverdell, the Board voted to elect Vice-President Chris Mickelsen to serve as the 2020 CCWD Board President; and

ON MOTION BY Director Feldman and seconded by Director Larimer, the Board voted by roll call vote for the nominated candidate, Director Glenn Reynolds, to serve as the 2020 CCWD Board Vice-President:

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

7) MONTHLY INFORMATIONAL REPORTS

A. Superintendent of Operations

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

B. Water Resources Report

Ms. Brennan provided an update on the proposed regulations regarding urban water loss performance standards for urban water suppliers and summarized the comments submitted to the State Water Resources Control Board focused on six areas of concern. Additionally, Ms. Brennan provided an update on the District's current water conservation measures, advising that once the State has implemented new water conservation regulations, District staff will evaluate current water usage, potential new conservation programs, and compliance with new regulations.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no Director requests for future Board meeting agenda items.

President Coverdell then announced the closed session agenda item, and there was a brief break at 7:59 p.m. to clear the Board room. The Board convened into closed session at 8:06 p.m.

9) CLOSED SESSION

**A. Pursuant to California Government Code Section 54956.9(d)(2)
Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation - One Potential Case**

10) RECONVENE TO OPEN SESSION

The Board reconvened into open session at 8:29 p.m. with a report provided that "No action was taken in the Closed Session".

11) ADJOURNMENT

The Board meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors