

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 14, 2025

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

Also present: Mary Rogren, General Manager; Jeffrey Schneider, Asst. General Manager Finance/ Admin., Patrick Miyaki, Legal Counsel, Nancy Trujillo, Accounting Manager, Darin Sturdivan, Distribution Supervisor, and Lisa Sulzinger, Administrative Analyst

Also Participating:

Jonathan Abadesco, C.J. Brown & Company, CPAs
Jonathan Sutter, EKI Environment & Water, Inc.

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** – There were no public comments.
- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending December 31, 2024:
Claims: \$ 1,214,383.05; Payroll: \$ 288,511.63 for a total of \$ 1,502,894.68
December 2024 Monthly Financial Claims reviewed and approved by Director Coverdell
- B. Acceptance of Financial Reports
- C. Approval of Minutes of December 10, 2024, 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 – December 2024
- G. Leak/Flushing Report – December 2024
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – November 2024 and December 2024

J. Notice of Completion – Upgrade/Replace Fire Sprinkler Alarm System at the Crystal Springs Pump Station Project

Director Coverdell stated he had reviewed the financial claims, and he found them to be in order.

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Director Coverdell commented on the snow conditions in the Sierra Mountains.

6) GENERAL BUSINESS

A. Accept the Coastside County Water District Basic Finance Statements and Independent Auditor’s Report for Fiscal Year Ended June 30, 2024

Mr. Schneider introduced the District’s independent auditor Jonathan Abadesco of C.J. Brown & Company, CPAs. Mr. Abadesco’s presentation included a summary of the District’s Basic Finance Statements, Independent Auditor’s Report for fiscal year ending June 30, 2024, and internal controls. He reported the results, an unmodified “clean” opinion with regards to the financial statements. No material weaknesses or significant deficiencies in the District’s internal controls were identified.

ON MOTION BY Director Mickelsen and seconded by Vice President Feldman, the Board voted by roll call vote to Accept the Coastside County Water District Basic Financial Statements and Independent Auditor’s Report for Fiscal Year Ended June 30, 2024:

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

B. Award of Contract to Golden State Construction & Utility Inc. for the Highway 92 Emergency Pipeline Replacement Project

Ms. Rogren explained that the Highway 92 welded steel potable water pipeline was installed in the 1950's. This pipeline extends 14,000 linear feet and provides domestic water and fire protection for 45 residential, commercial and agricultural customers along Highway 92. During the December 2022/January 2023 winter storms, erosion from the storms exposed segments of the buried pipeline. During the first week of January 2023, the District installed a temporary emergency bypass 2-inch pipeline adjacent to Highway 92. As this temporary line is above ground, it is a risk of damage and not suitable for long-term use. A separate segment of the pipe adjacent to the Corinda Los Trancos Creek crossing was exposed in an earlier storm and is also at risk of failure. This project includes the installation of a 12-inch diameter high density polyethylene ("HDPE") pipe via horizontal directional drilling under Corinda Los Trancos Creek and two crossings of Pilarcitos Creek, with the rest of the pipeline consisting of 10-inch and 6-inch diameter ductile iron pipe installed via open trench. The total length of the new water main is 5,665 linear feet.

The design was completed by EKI Environment & Water, Inc. with an Engineer's estimate of \$2,651,000. The bid opening was held on December 17, 2024, with seven bids received. Golden State Construction & Utility Inc. provided the lowest bid. EKI reviewed the bid and contacted the references, and all appear to be in order.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Golden State Construction & Utility Inc. for the Highway 92 Emergency Pipeline Replacement Project for a total cost of \$1,844,000:

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

C. Approval of Professional Services Agreement with Cecil & Cecil Enterprises, Inc. for Construction Inspection Services for the Highway 92 Emergency Pipeline Replacement Project

Ms. Rogren summarized that Cecil & Cecil has previously provided construction inspection services on Grandview Water Line Replacement Project; Poplar Street Water Main Replacement Project; Myrtle Street and 2nd Avenue Valve Replacement Project; and Magellan Avenue and Medio Creek Pipeline Rehabilitation Projects. Staff have been pleased with the level of service, professionalism, construction expertise and attention to detail of Cecil & Cecil on these past District projects.

ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with Cecil & Cecil Enterprises, Inc. for construction inspection services for the Highway 92 Emergency Pipeline Replacement Project for a not to exceed amount of \$351,740:

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

D. Approval of a Professional Services Agreement with EKI Environment and Water Inc. for Environmental Services During Construction Related to the Highway 92 Emergency Pipeline Replacement Project

Ms. Rogren summarized that in December 2023 the District engaged EKI Environment and Water Inc. to manage the regulatory permitting process for the Highway 92 Emergency Pipeline Replacement Project. EKI teamed with Environmental Science Associates (ESA) to acquire permits including a Streambed Alteration Agreement with California Department of Fish and Wildlife, which was acquired in 2024. EKI will team again with ESA to support the environmental regulatory compliance and monitoring services during construction.

ON MOTION BY Director Coverdell and seconded by Vice President Feldman, the Board voted by roll call vote to authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for environmental services during construction related to the Highway 92 Emergency Pipeline Replacement Project in a not-to-exceed amount of \$166,700:

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

E. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering and Project Management Services for the San Vicente Pipeline Project - Phase A

Ms. Rogren summarized that the District's amended Water Rights Permit approved by the SWRCB Division of Water Rights in January 2020, extends the period for the District to perfect its water rights on Denniston and San Vicente Creeks until December 31, 2026. In order to divert and use water from San Vicente Creek, the District plans to construct a pipeline extending from the Upper San Vicente Reservoir to the Denniston WTP pump station. In April 2022, the Board approved a Professional Services Agreement for the design of the pipeline with Stetson

Engineers Inc., and the pipeline design is nearly complete. Given EKI Environment and Water, Inc's (EKI) familiarity with the District and ongoing work on the District's hydraulic model, staff is recommending using EKI to confirm the hydraulics of the pipeline design and to manage the bid process, construction management and support for the project.

ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with EKI Environment and Water, Inc. for engineering and project management services for the San Vicente Pipeline Project – Phase A for a not-to-exceed price of \$82,800:

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

F. Quarterly Financial Review

Mr. Schneider summarized the year-to-date revenue and expenses for the first six months of fiscal year 2024-2025. He recapped the District's Cash Reserves and the Capital Improvement Program expenditures.

G. Review of Districts Board Committees. Consider and Approve Appointments of Board Members to the Coastside County Water District Board Committees, and Appointment of District Representatives to External Organizations and Associations. Consider and Approve Establishment of New Advisory Committee(s) and External Organization Representation

President Reynolds stated that he reviewed the Board Committees, and that the Board Committees and external organization assignments will remain the same as 2024. Mr. Miyaki stated that because there was no change to the Board Committees or external organization assignments, there is no need for Board action on this item.

H. Appointment of Coastside County Water District Board Member Representative Alternate(s) to Participate in San Mateo Local Agency Formation Commission (LAFCo) Election of Officers.

Ms. Rogren reminded the Board that this is an annual action that the Board designate an alternate to participate in LAFCo's election of officers in case the Board President is not available. Past practice is to appoint the Vice President followed by the Board members in order of seniority.

ON MOTION BY President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to appoint Coastside County Water District Board Member Representative

Alternates(s) by name: Vice President Feldman, and Directors Coverdell, Mickelsen, Muller to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers:

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

I. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Updated #3

Ms. Rogren provided an update on the progress made on the Carter Hill Prestressed Tank and Seismic Upgrades Project during December 2024.

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager

- Ms. Rogren summarized that on December 12, 2024, Staff and the District's Financial Advisor presented to analysts from the S&P Global Ratings Group in order to obtain a financial rating in anticipation of the District's upcoming financing. The District received an "AA-" rating.
- WaterSmart 2024 Results - Ms. Rogren stated that in 2024, Staff notified 521 customers of possible leaks. 40% of the District's customers have registered in the application.

B. Operations Report

Mr. Sturdivan summarized the Operation Highlights for the month of December 2024.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

9) ADJOURNMENT - Board Meeting Adjourned at 8:21 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors