

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, February 13, 2024**

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

Also present: Mary Rogren, General Manager, Jeffery Schneider, Asst. General Manager Finance/Admin., Brendan Adams, Legal Counsel; James Derbin, Superintendent, 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.  
President Mickelsen announced that Jack Burgett, Board President of the North Coast County Water District had passed away. Director Muller requested a moment of silence.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending January 31, 2024:  
Claims: \$ 821,647.79; Payroll: \$ 233,917.30 for a total of \$1,055,565.09  
*January 2024 Monthly Financial Claims reviewed and approved by Director Mickelsen*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 9, 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 – January 2024
- G. Leak/Flushing Report – January 2024
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – November 2023 and December 2023

- J. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ended June 30, 2023

President Mickelsen stated he had reviewed the monthly financial claims, and all appeared to be in order.

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

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

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Coverdell reported on the snow conditions in the Sierras.

**6) GENERAL BUSINESS**

**A. Approval of a Professional Services Agreement with Cecil and Cecil Enterprises Inc., for Construction Inspection Services for the Magellan Avenue at Highway 1 and Medio Creek Pipeline Rehabilitation Project and the Myrtle Street and 2<sup>nd</sup> Avenue Valve Replacement Project**

Mr. Derbin summarized the two projects. Based on the past inspection services provided by Cecil and Cecil on the Grandview Water Main Replacement Project and the Poplar Street Water Main Replacement Project staff recommend Cecil and Cecil for the service. A discussion with the Board ensued.

**ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote to 1) Authorize the General Manager to retain the professional services of Cecil and Cecil Enterprises Inc., (C&C) for construction inspection services for the Magellan Avenue at Highway 1 and Medio Creek Pipeline Replacement Project for a not-to-exceed budget of \$60,219.04 and 2) Authorize the General Manager to retain the professional services of Cecil and Cecil Enterprises Inc., (C&C) for construction inspection services for the Myrtle Street and 2<sup>nd</sup> Avenue Valve Replacement Project for a not-to-exceed budget of \$51,616.32:**

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

**B. CCWD Annual Operations Safety Recap for 2023**

Mr. Derbin provided an overview of the District's safety program in 2023 and highlighted the District's safety practices, culture and commitment to keeping employees safe on the job. The number of lost time accidents for the calendar year 2023 was zero.

**C. Nunes Water Treatment Plant Upgrades Project Update #30**

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during January 2024.

**7) MONTHLY INFORMATIONAL REPORTS**

**A. General Manager's Report**

- Ms. Rogren stated that Ms. Brennan represented the District at the Chamber of Commerce 6<sup>th</sup> Annual State of the Coasts held on January 25. She made a brief presentation on the District's achievements from last year and plans for the upcoming year.
- The District sent a letter from Board President Chris Mickelsen in support of the California Department of Technology's plan to extend the fiber optic cables down the coast.

**B. Superintendent of Operations Report**

Mr. Derbin summarized the Operation Highlights for the month of January 2024.

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

There were no requests for future agenda items.

**9) CLOSED SESSION**

- A. Public Employee Performance Evaluation**  
Pursuant to California Government Section 54957  
Title: General Manager

**10) RECONVENE TO OPEN SESSION**

Public report of closed session – President Mickelsen reported that no action was taken in the closed session.

11) **ADJOURNMENT** – Board Meeting Adjourned at 8:32 p.m.

Respectfully submitted,

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Mary Rogren, General Manager  
Secretary to the District

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Chris Mickelsen, President  
Board of Directors