

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

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

**Tuesday, April 12, 2022**

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the Boardroom was not open to the public for the April 12, 2022, Regular Meeting of the Board of Directors of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

The Public was able to participate in the public meeting by joining the meeting 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. Participating in roll call via Zoom Video Conference: Directors Ken Coverdell, Chris Mickelsen, Glenn Reynolds and Vice-President Muller.  
  
Also present: Mary Rogren, General Manager, Dayna D. Louie, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; Gina Brazil, Office Manager; Nancy Trujillo, Accounting Manager and Lisa Sulzinger, Administrative Analyst.  
  
Also participating: Jonathan Sutter, EKI Environment and Water, Inc.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments
- 4) **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"**

Ms. Rogren summarized Governor Newsom's Executive Order dated back on March 4, 2020, that 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 Reynolds, 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”:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Reynolds</b>	<b>Aye</b>
<b>Vice-President Muller</b>	<b>Aye</b>
<b>President Feldman</b>	<b>Aye</b>

**5) CONSENT CALENDAR**

- A.** Approval of disbursements for the month ending March 28, 2022:  
Claims: \$ 1,191,071.15; Payroll: \$182,221.23 for a total of \$1,373,292.38  
*March 2022 Monthly Financial Claims reviewed and approved by Director Reynolds*
- B.** Acceptance of Financial Reports
- C.** Approval of Minutes of March 8, 2022, Regular Board of Directors Meeting
- D.** Approval of Minutes of March 8, 2022, Special Board of Directors Meeting
- E.** Approval of Minutes of March 24, 2022, 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 March 2022
- I.** Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- J.** Monthly Rainfall Reports
- K.** SFPUC Hydrological Conditions Report – February 2022
- L.** Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ending 2020-2021
- M.** Approval for Vice-President Muller to attend Association of California Water Agencies (ACWA) Spring Conference in Sacramento May 3-4, 2022

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

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Reynolds</b>	<b>Aye</b>
<b>Vice-President Muller</b>	<b>Aye</b>
<b>President Feldman</b>	<b>Aye</b>

**6) MEETINGS ATTENDED / DIRECTOR COMMENTS**

Vice-President Muller attended the March 16, 2022, ACWA Region 5 Board meeting. Vice-President Muller & President Feldman attended a Human Resources Committee meeting on April 7, 2022. Vice-President Muller reported he will be on a panel at the May 3, 2022 ACWA Conference to discuss water issues facing coastal communities in California.

**7) GENERAL BUSINESS**

**A. Award of Contract to Golden Bay Construction for Replacement of the 8-Inch Pipeline Under Pilarcitos Creek at Strawflower Village and Oak Avenue.**

Mr. Derbin summarized the project to replace the existing 8-inch pipeline that crosses under Pilarcitos Creek north to south from Strawflower Shopping Center to the intersection of Pilarcitos Avenue and Oak Avenue. This is one of two pipelines supplying water to areas of the District south of the creek including downtown Half Moon Bay. The existing pipeline is approaching the end of its useful life. The project includes installation of 470' of High Density Polyethylene (HDPE) pipe using the Horizontal Directional Drilling (HDD) method and 180' of 8 inch ductile iron pipe. The project was competitively bid and Golden Bay Construction was the low bidder.

**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 Bay Construction for \$340,930 to replace the 8-inch pipeline under Pilarcitos Creek at Strawflower Village and Oak Avenue.**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Reynolds</b>	<b>Aye</b>
<b>Vice-President Muller</b>	<b>Aye</b>
<b>President Feldman</b>	<b>Aye</b>

**B. Approval of Amendment of Professional Services Agreement with Stetson Engineers Inc. for Pipeline Design for the Denniston/San Vicente Water Supply Project**

The District's Amended Water Right Permit No. 15882 was approved in January 2020 and extends the period for the District to perfect its water rights on Denniston and San Vicente Creeks until December 31, 2026. In order to potentially divert and use water from San Vicente Creek before the deadline, staff and the District's engineers recommend moving forward with Phase A of the project to encompass the installation of a new water pipeline to convey water from Upper San Vicente Reservoir to the Denniston Pump Station. Staff recommends engaging Stetson Engineers Inc. ("Stetson") to design the 3,700 feet of pipeline and to assist in defining and adjusting the necessary easements. The District contracted with Stetson in July 2020 on the San Vicente Water Supply Project and staff has been impressed with the quality of their work to date.

**ON MOTION BY Director Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to amend the Professional Services Agreement dated July 21, 2020 with Stetson Engineers Inc. ("Stetson") to include the pipeline design for the Denniston/San Vicente Water Supply Project for a time and materials amount not to exceed \$144,298.**

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

**C. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Capital Project Management and As-Needed Engineering Services**

In fiscal year 2018-2019 the District engaged EKI Environment and Water, Inc. ("EKI") to assist with management and planning of the District's capital improvement projects and hydraulic modeling. The most recent agreement for capital project management services dated August 2020 for \$100,000 has been fully expended. Based on EKI's past responsiveness and excellent support, staff recommends entering into a new professional services agreement with EKI for capital management services for another 12 months.

**ON MOTION BY Vice-President Muller and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to retain the professional services of EKI Environment and Water, Inc. ("EKI") for capital project management and as needed**

engineering support, including hydraulic modeling for 12 months for a not-to-exceed budget of \$100,000.

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

#### **D. Approval to Retain Fedak & Brown LLP for Financial Auditing Services**

Ms. Rogren stated that the District has used Fedak & Brown LLP (“Fedak”) for audit services since 2017. Staff is very pleased with the professionalism, timeliness, knowledge and accessibility of Fedak. The District’s current 5-year agreement is now up and staff recommends engaging Fedak to conduct the District’s annual audits for Fiscal Years ending June 30, 2022 through June 30, 2024 and optional years June 30, 2025 and June 30, 2026. Fedak will change oversite partners which enables them to continue their relationship with the District.

**ON MOTION BY Vice-President Muller and seconded by Director Coverdell, the Board voted by roll call vote to retain Fedak & Brown LLP for Financial Auditing Services for Fiscal Years ending June 30, 2022, through June 30, 2024, and optional years Fiscal Years ending June 30, 2025, and June 30, 2026, at the not-to-exceed fees plus out-of-pocket expenses.**

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

#### **E. Quarterly Financial Review**

Ms. Rogren summarized the year-to-date revenue and expenses for the first nine months of Fiscal Year 2021-2022. She highlighted the total revenue was \$175,000 above budget and the total expenses at \$458,000 were below budget. Ms. Rogren summarized savings in SFPUC water purchases due to lower water usage and greater use of local sources (including wells). The cost saving was offset by higher well maintenance/rehabilitation expenses which allowed the District to increase its local well production by 50MG+ over prior years.

## **F. Nunes Water Treatment Plant Upgrades Project Update #8.**

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during March 2022. Work included construction of the soil nail wall, successful completion of concrete coating of sedimentation basin, constructions of drainage v-ditches and sidewalk, formwork, rebar, and concrete placement for the equipment pads in the caustic process area. The project schedule continues to be assessed due to supply chain issues.

## **8) MONTHLY INFORMATIONAL REPORTS**

### **A. General Manager's Report**

- Ms. Rogren reported that as of December 31, 2021, the State of California's moratorium on termination of water service for non-payment expired. Shutoffs will resume in April/May according to the procedures established under SB998. Late fees will recommence in July 2022.
- Ms. Rogren stated that the District has signed up to participate in the Low Income Household Water Assistance Program (LIHWAP). This program is administered by the California Department of Community Services & Development and will provide a one-time benefit to low-income Californians to cover up to \$2,000 for past due water bills.
- Staff plans to reopen the District Office to the public on May 2 (assuming that the COVID infection rate continues to be low).

### **B. Superintendent of Operations Report**

Mr. Derbin summarized Operations highlights for the month of March 2022.

### **C. Water Resources Report**

- Water Shortage Advisory and Public Outreach Update.

On March 28, 2022, Governor Newsom signed a new Executive Order N-7-22 directing the State Water Resources Control Board (SWRCB) to consider adopting additional emergency water conservation regulations. New regulations are expected to be finalized at the May 24, 2022 State Water Board meeting. District staff will monitor the SWRCB actions and update the Board regarding any new water conservation measures that will need to be added to the District's ordinance.

Ms. Brennan noted that drought conditions continue to be severe across the state of California. Outreach on the drought continued during March including posting legal notices of the District's ordinance in the HMB Review and a featured story on KPIX News.

**9) CLOSED SESSION**

A) Conference with Real Property Negotiators

Pursuant to California Government Code Section 54956.8

1. Property: 50-80 Cabrillo Highway, Half Moon Bay, CA [APN 056-300-120, 140, 150]

Agency Negotiators: General Manager, Mary Rogren

Negotiating Parties: HMB Musich, LLC

Under Negotiation: Price and Terms of Payment

2. Property: 461 Oak Avenue, Half Moon Bay, CA [APN 056-300-210 and 056-141-950, 960, 970]

Agency Negotiators: General Manager, Mary Rogren

Negotiating Parties: City of Half Moon Bay

Under Negotiation: Price and Terms of Payment

B) Conference with Labor Negotiators

Pursuant to California Government Code Section 54957.6

Agency Designated Representative: General Manager, Mary Rogren

Employee Organization: Teamsters Union, Local 856

**10) RECONVENE TO OPEN SESSION**

The meeting reconvened to open session at 8:50 p.m., with Ms. Louie reporting the following:

Item 9.A.1 Board took action by a 4 to 0 vote with Vice-President Muller abstaining, however that action need not be reported at this time pursuant to California Government code section 54957.1.

Item 9.A.2 Board took action by a 5 to 0 vote, however that action need not be reported at this time pursuant to California Government code section 54957.1.

Item 9.B Direction was given to the Labor Negotiator.

**11) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS**

Director Coverdell commented about the lack of local training programs in the water utility field and inquired how the District could inform local youth about careers in water and available training programs.

12) **ADJOURNMENT:** Meeting adjourned at 8:59pm

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Robert Feldman, President  
Board of Directors

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Mary Rogren, General Manager  
Secretary to the District