

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

February 12, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order at 7:00 p.m. Present at roll call: Directors Glenn Reynolds, Bob Feldman, and Vice-President Chris Mickelsen
Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations, JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resources Analyst and Gina Brazil, Office Manager.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **CONSENT CALENDAR**
 - A. Approval of disbursements for the month ending January 31, 2019:
Claims: \$708,933.66; Payroll: \$103,857.30 for a total of \$812,790.96
 - B. Acceptance of Financial Reports
 - C. Approval of Minutes of January 8, 2019 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 2019
 - G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
 - H. Monthly Rainfall Reports
 - I. S.F.P.U.C. Hydrological Report for the month of December 2018
 - J. Notice of Completion - Denniston Pump Station Transformer Work
 - K. Notice of Completion - Pilarcitos Creek Pipeline Valves Replacement Project

Director Reynolds 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 Feldman, the Board voted by roll call vote to approve the Consent Calendar in its entirety:

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Vice-President Mickelsen reported briefly on a Bay Area Water Supply and Conservation Agency (BAWSCA) Board of Directors meeting that he had attended in January.

6) **GENERAL BUSINESS**

A. **Coastside County Water District Basic Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2018**

Ms. Rogren provided a brief background, followed by an introduction of Mr. Jeff Palmer, with Fedak & Brown, LLP, the District's current independent auditor. Mr. Palmer shared a presentation with the Board on the 2018 audit results. Mr. Palmer reported an unmodified "clean" auditor's opinion following the audit. He also reported that no material weaknesses had been noted within the District's internal control structure. Mr. Palmer also briefly explained GASB 75, the new provisions of Governmental Standards Board No. 75 and followed with a question and answer period with the Board.

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, 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, 2018:

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

B. **Approval of EKI Design Contracts for Ferdinand Ave. Pipeline Replacement, Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop**

Mr. Dickson introduced discussion of this item and provided a brief description of the pipeline projects. He also stated that EKI has been very responsive to the District with providing design proposals for these projects.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to contract with EKI Environmental and Water for design, bid support, and construction support services for the Ferdinand Avenue Pipeline Replacement Project at a time-and-materials cost not to exceed \$29,000, and the Casa Del Mar Main Replacement Phase 1 and Grand Boulevard Pipeline/Pressure Reducing Valve (PRV) Loop Project at a time-and-materials cost not to exceed \$28,500:

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

C. Bell Moon Pipeline Replacement Project

Mr. Derbin provided the background of this project and explained the nature of the request to waive the competitive bidding requirements. Mr. Dickson summarized the easement related issues of the project and he and Mr. Miyaki answered several questions from the Board.

ON MOTION BY Director Feldman and seconded by Vice-President Mickelsen, the Board voted by roll call vote to determine that waiving the competitive bidding requirements of Resolution 2016-09 and that contracting on a sole-source basis with Andreini Brothers Construction to replace 785 feet of 12-inch welded steel water main is in the best interest of the District project and to authorize the General Manager to execute a contract with Andreini for the replacement, for a total not to exceed \$326,410:

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

D. Crystal Springs Pump Control Valves

Mr. Derbin reviewed the purpose and operation of the Crystal Springs Pump Control Valves and the need for a solution to the problems caused by the current leaking.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to authorize staff to purchase three 12" Cla-Val Model 60-AN pump control valves, for a price of \$80,910 and hire Calcon Systems in the amount of \$15,068 for conduit, wiring installation and PLC integration, for a total cost of \$95,978:

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

E. Consideration of Next Steps in Process of Filling Director Vacancy, Possible Appointment of Director to Fill Vacancy

Mr. Dickson summarized the details provided in the staff report, including the background, the main elements of the applicable government code and the

relevant key dates. President Coverdell suggested that the two candidates that had attended this Board Meeting be offered an opportunity to address the Board.

Les Deman - introduced himself and summarized his background and qualifications.

John Muller - complimented the District's Board and staff for generating the level of interest in the current Board vacancy. He also reviewed his background and experience.

Director Feldman proposed that, based on the number of interested candidates and the variety of backgrounds and experience, the Board consider an interview process to allow an opportunity to meet the interested candidates individually, and learn more about their qualifications. He additionally suggested that the District's Human Resources committee members convene to develop a recommended interview and evaluation procedure.

Brief discussion ensued among the Board concerning the time frame of scheduling a Human Resources Committee meeting and a subsequent Special Meeting of the Board for the candidate interview process.

ON MOTION BY Director Feldman and seconded by Director Reynolds, the Board voted, by roll call vote, for the Human Resources Committee members to meet and review the protocol utilized in the last interview process and make any changes that they feel appropriate, and for the scheduling of a Special Board Meeting for the purpose of interviewing the candidates:

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

F. Coastside County Water District Board Committees

President Coverdell recommended that the standing Water Quality Committee and the Water Resources Committee be eliminated at this time and suggested that the committees could be brought back should it become necessary. President Coverdell also reported that Director Feldman had volunteered to serve as the District's representative with respect to the California Special District Association (CSDA). He also stated that once the Board vacancy has been filled with the appointment of a Director, he would like the Board Committees to be reviewed once again for possible reassignment of committee members. President Coverdell stated that he would like these revisions to transpire via Board action.

ON MOTION BY Director Feldman and seconded by Director Reynolds, the Board voted, by roll call vote, to accept the appointments to the District's Board Committees previously assigned by Director Coverdell and to eliminate the standing committees

of the Water Quality Committee and the Water Resources Committee and to name Director Feldman as the District's representative to the California Special District Association:

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

7) **MONTHLY INFORMATIONAL REPORT**

A. **Assistant General Manager**

Ms. Rogren announced that in 2019 the District will be launching monthly billing for residential customers, advising that a pilot program is being initiated with customers of the Ocean Colony community in March and with the Clipper Ridge customers in April, followed by a transition of all District customers to monthly billing in the fall of 2019.

B. **Superintendent of Operations**

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

C. **Water Resource Analyst**

Ms. Brennan summarized the snowpack summary provided by the California Department of Water Resources.

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

Director Feldman requested that the discussion topics generated at the District's last strategic planning session be brought back to the Board of Directors soon.

9) **ADJOURNMENT** - The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors