

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**March 10, 2020**

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

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 Sean Donovan, Water Treatment Plant Supervisor.

There were no members of the public in the audience.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending February 29, 2020  
Claims: \$851,362.30; Payroll: \$169,177.79 for a total of \$1,020,540.09
- B. Acceptance of Financial Reports
- C. Approval of Minutes of February 11, 2020 Public Hearing/Special Meeting
- D. Approval of Minutes of February 11, 2020 Regular Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - February 2020
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. Notice of Completion - Casa Del Mar and Grand Boulevard PRV Project
- K. Acceptance of Non-Complex Pipeline Extension Project - 620 Avenue Portola, El Granada - Michael P. Kostiuik and Kayleen M. Pashel-Kostiuik
- L. Approval for Director Feldman to attend the Association of California Water Agencies (ACWA) Spring Conference in Monterey, May 5<sup>th</sup> through 8<sup>th</sup> 2020

Director Larimer reported that he had reviewed the monthly financial claims and the petty cash accounting and had found all to be in order.

**ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds the Board voted to approve the Consent Calendar in its entirety:**

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

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

**6) GENERAL BUSINESS**

**A. Financial Planning and Rate Update Workshop with Raftelis Financial Consultants, Inc.**

Ms. Rogren reminded the Board that Raftelis Financial Consultants, Inc prepared a Cost of Service Analysis and Rate Study in 2018 and that the District is once again welcoming Sanjay Gaur, Vice President of Raftelis, to develop a Financial Plan and to prepare an updated rate study report to be used to set the District’s rates for Fiscal Year 2020-2021 and Fiscal Year 2021-2022.

Mr. Gaur began his presentation, which addressed financial inputs, reserve policies, financial plans, proposed financial plan scenarios and a schedule and advised the Board that he is seeking direction from them in order to proceed with preparation of an updated rate study report to comply with Proposition 218 requirements.

Mr. Gaur reviewed three different proposed financial plan scenarios in detail and the Board participated in discussion and interaction with the District’s rate model to analyze the effects of the potential rate increases. In conclusion, Mr. Gaur summarized the results of the Board’s discussion by stating he will base his report on an increase to revenue of up to 6.5% for each of the next two years. He outlined the reminder of the task schedule dates, with the rate increase to be effective July 1, 2020.

**B. Draft Fiscal Year 2020-2021 and Fiscal year 2021-2022 Operations Budgets and Draft Fiscal Year 2020/2021 to 2029/2030 Capital Improvement Program (CIP)**

Ms. Rogren referenced the updated Draft Operations and Capital Improvement Program Budgets as presented.

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

Ms. Rogren presented an updated budget process timeline, noting the addition of two supplemental meetings of the Facilities and the Finance Committees, to be scheduled prior to the April 14, 2020 Regular Board of Directors meeting.

D. Approval of Implementation of a Computerized Maintenance Management System comprised of 1) Professional Services Agreement with Miller Spatial Services LLC for implementation services of \$106,500; (2) 3-Year Lease Agreement with Azteca Systems LLC for Cityworks CMMS Software for \$51,000; (3) 3-Year License Agreement with Environmental Systems Research Institute, Inc., (ESRI) for GIS Software for \$31,500; and (4) Purchase of server and software upgrades through Irvine Consulting Services for \$33,000:

Mr. Derbin outlined the components of the proposed implementation of a computerized maintenance management system for the District, the benefits and the many program capabilities. He summarized the costs over the next three years and answered a few questions from the Board members.

**ON MOTION BY Vice-President Reynolds and seconded by President Mickelsen the Board voted by roll call vote to authorize the General Manager to execute a Professional Services Agreement with Miller Spatial Services LLC for implementation of Cityworks CMMS software and ESRI GIS software for a not to exceed amount of \$106,500 and enter into a 3-year license agreement with Azteca Systems LLC for Cityworks CMMS software in the amount of \$51,000 and enter into a 3-year license agreement with Environmental Systems Research Institute, Inc. for GIS software in the amount of \$31,500 and procure server hardware and SQL software upgrades through Irvine Consulting Services in the amount of \$33,000:**

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

7) **MONTHLY INFORMATIONAL REPORTS**

A. General Manager

Ms. Rogren reported to the report that the District has received a reimbursement request from Shenkman & Hughes PC for legal costs and demography services in the amount of \$29,656.85 for costs incurred in researching and preparing the written notice to the District alleging that it's at-large election system was in violation of the California Voting Rights Act Section 10010(f)(3) of the Elections Code.

Mr. Miyaki advised that he had personally reviewed the charges and backup on the invoice submitted from Shenkman & Hughes.

**B. Superintendent of Operations**

Mr. Derbin reviewed operations highlights for the month of February 2019.

**C. Water Resources Report**

Ms. Brennan shared the precipitation observations for water year 2020 provided by the California Department of Water Resources, the Hetch Hetchy Water Shed and in Half Moon Bay as well.

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

There were no requests from the Directors for future Board meeting agenda items.

**9) ADJOURNMENT**

The Board meeting was adjourned at 8:36 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