

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

May 12, 2020

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the May 12, 2020 Regular Meeting of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

The Public was able to watch and/or 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 Chris Mickelsen called the meeting to order at 7:00 p.m. Participating in roll call via Zoom Video Conference: Directors Jim Larimer, Ken Coverdell, Bob Feldman, and Vice-President Glenn Reynolds.

Also participating: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager and Denise Ford, the District's recently hired Administrative Assistant/Recording Secretary.

Elizabeth Drayer, P.E., Project Manager with West Yost Associates, and David Dickson, retired CCWD General Manager_were identified as participants in the meeting.

- 2) **PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited by the meeting participants.
- 3) **PUBLIC COMMENT** - There were no public comments expressed at this time.
- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending April 30, 2020:
Claims: \$656,774.26; Payroll: \$164,447.42 for a total of \$821,221.68
- B. Acceptance of Financial Reports
- C. Approval of Minutes of April 14, 2020 Regular Board of Directors Meeting
- D. Approval of Minutes of April 21, 2020 Special 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 – April 2020
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. Acceptance of a Non-Complex Pipeline Extension Project Pullman Avenue
(Phase 2) - Mark Stoloski and Robert Gonzalez

Director Feldman reported that he had reviewed the monthly financial claims and found all to be in order.

Director Coverdell requested that agenda item 4B, the Financial Reports, to be pulled for discussion purposes.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted by roll call vote to approve the Consent Calendar with the exception of agenda item 4B:

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

Director Coverdell requested clarification on the Capital Improvement Projects Status Report, which Ms. Rogren addressed and provided explanation in further detail.

ON MOTION BY Director Feldman and seconded by Vice-President Reynolds, the Board voted by roll call vote to approve Consent Calendar agenda item 4B:

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

There were no reports of meetings attended or Director comments expressed.

6) GENERAL BUSINESS

A. Approval of a Professional Service Agreement with West Yost Associates for Assistance with Preparation of the District's 2020 Urban Water Management Plan

Ms. Brennan reported on this agenda item, advising the Board that Elizabeth Drayer, P.E. and Project Manager, with West Yost Associates, was participating in the meeting via Zoom and was available to answer any questions from the Board. Ms. Brennan proceeded to review the background and purpose of the Urban Water Management Plan, including the importance of California's urban water suppliers to support their long-term resource planning and to ensure adequate water supplies. She outlined the tasks that West Yost Associates will be completing to assist the District in publishing a 2020 Urban Water Management Plan that meets all requirements. Ms. Brennan answered a few questions from the Board.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to execute a contract with West Yost Associates for assistance with preparation of the District's 2020 Urban Water Management Plan, for a time and materials cost not to exceed \$67,300:

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

B. Award of Contract - Installation of Denniston Standby Generators and Automatic Transfer Switches

Mr. Derbin outlined the background of this agenda item, reminding the Board that the Denniston Water Treatment Plant and associated Pump Station do not currently have standby emergency power. He also reiterated that the Board had authorized the purchase of standby generators and automatic transfer switches at the October 2019 Board meeting, and that the deliveries are expected in July 2020. Mr. Derbin summarized this portion of the project, which includes the installation of District-furnished standby diesel-engine-driven generators and automatic transfer switches at the Denniston Water Treatment Plant and Pump Station. He advised that there was only one bidder for this project and that staff is recommending the award of contract to Andreini Brothers for the project installation.

ON MOTION BY Vice-President Reynolds and seconded by President Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Andreini Bros. Inc. for \$277,458 to install standby generators and automatic transfer switches at the Denniston Water Treatment Plant and Pump Station:

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

C. Award of Contract – Denniston Culvert Replacement and Paving Project

Mr. Derbin described the current condition of the Denniston Tank access road, and reported that after investigation, it has been determined that the road is starting to fail due to the corroded corrugated metal pipe culverts. He advised that EKI, Environmental and Water, was retained to evaluate options and prepare engineering design plans and specifications for bidding and that additionally, Cleary Consultants, was hired to perform a geological hazard evaluation of the road. Mr. Derbin summarized the results of the bid opening.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Half Moon Bay Grading and Paving for \$383,342 to repave the Denniston Tank Access Road, replace storm drain culverts and add paving around the water treatment plant:

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

D. Approval of Amendment to Professional Services Agreement with Analytical Environmental Services (AES) for Environmental Consulting Services for the Denniston/San Vicente Water Supply Project

Ms. Rogren reviewed the background of the District’s water rights to the Denniston and San Vicente Creeks, which includes diverting water from the watershed for beneficial use. She reminded the Board that in 2015, with the assistance of Analytical Environmental Services, the District completed the Environmental Impact Report (EIR), which outlines the components of the Denniston/San Vicente Water Supply Project and that completion of the EIR was also a condition for the submittal of the petition for an extension of time for a permit with the State Water Resources Control Board.

Ms. Rogren advised that with the extension of time granted in January of 2020, staff would now like to engage Analytical Environmental Services to provide additional environmental services related to the project, including biological surveys and assessments and assistance with permitting with resource agencies. and instream flow study workplans.

Director Larimer suggested that in parallel with this project, perhaps a letter could be written to Congress and Legislators and request that the approval from the various agencies be coordinated so that the process could possibly move along more quickly and efficiently. Brief discussion ensued, with Director Larimer agreeing to the suggestion that he would draft the letter and submit to Ms. Rogren for review, followed by the draft letter being placed on the June 9, 2020 CCWD Board of Directors meeting for Board approval.

ON MOTION BY Director Larimer and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to execute an amendment to the Professional Services Agreement with Analytical Environmental Services (AES) for environmental consulting services for the Denniston/San Vicente Water Supply Project for a cost not to exceed \$110,000:

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

E. Award of Contract - Garcia Ave. Emergency Water Main Replacement Project

Mr. Derbin reported on the current condition of the 6" cast iron water main in the Garcia Avenue area and the numerous recent pipeline leaks. He explained that staff is requesting, that given the urgency of the needed replacement, the competitive bidding requirements of Resolution 2016-09 be waived in order to sole-source the water main replacement and begin work immediately.

Vice-President Reynolds proposed a suggestion for the replacement of a blow off valve with the installation of a fire hydrant. Mr. Miyaki assisted with revising the potential motion to address the extra costs with the option of an additional fire hydrant installation by recommending that the total cost of the work be increased. It was determined that the specifics of the proposed hydrant installation would be discussed in further detail at the next District Facilities Committee meeting.

ON MOTION BY Vice-President Reynolds and seconded by 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 Bros. Inc. for the replacement of the 6" water main in Garcia Avenue, west of Railroad Avenue is in the best interest of the District and authorize the General Manager to enter into a contractual agreement with Andreini Bros. Inc. for an amount not to exceed \$100,000:

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

F. Revised Draft Fiscal Year 2020-2021 Operations and Maintenance Budget and CIP/Cash Flow Update

Ms. Rogren introduced this item by advising that recent events have adversely impacted the District's draft 2020-2021 Operations and Maintenance Budget that was originally presented to the Board at the February 11th and March 10th Board of Directors Meetings. She reported on the recent negative impacts on commercial and visitor serving revenues due to the pandemic; the potential for higher bad debt; and increased purchases of SFPUC water due to the inability to utilize local water sources given the lack of local rainfall this past winter as factors that will have an impact on the budget for next fiscal year.

Ms. Rogren briefly outlined components of a revised proposed 2020-2021 Draft Operations and Maintenance Budget, advising that at the June 9, 2020 CCWD Board Meeting, staff will revisit the impact of water usage decreases on the draft budget after reviewing another month of actual water usage during the pandemic. Discussion ensued, with Ms. Rogren answering a few questions and offering additional clarification on some of the potential impacts on the District's upcoming budget considerations.

G. Discussion Regarding the Economic Impact to Coastside County Water District

Ms. Rogren informed the Board that this item is on the agenda at the request of two Board Members, interested in a discussion of the economic impact of the COVID 19 pandemic to the District and its customers and to explore some options that may be available to assist customers during this critical time of hardship and on the way to economic recovery. Ms. Rogren also referenced Governor Newsom's Executive Order N 42-20 and the State Water Resources Control Board's Implementation Guidelines and Best Practices.

In an effort to assist with establishing the discussion framework, Mr. Miyaki further explained several of the suggested best practices to address some of the

economic impacts, including non-payment or reduced payments, and measures to promote and ensure continuity of water service by means of communication and outreach, payment plan options, waiving late fees and using reserve funds as needed to cover revenue losses.

Director Larimer expressed an interest in understanding more about rate-assistance programs and the limits and restrictions. Director Coverdell recommended that the District try to stimulate the local economy by expediting projects within the local community, to consider borrowing low interest rate funds to advance projects on a fast track which could provide work to support the local environment and businesses. Director Feldman added that he felt the District's decision to delay discussion of any proposed rate increases for a three-month period also showed a positive and supportive gesture of concern for the District's customers. President Mickelsen expressed the importance for the District to ensure that adequate revenue continues to be available in order to maintain the infrastructure to provide safe and reliable water supply to all customers. In conclusion, Vice-President Reynolds commented that the District should watch the financial status of the community very carefully as it re-opens and will need to be respectful of that with regards to the District's budget.

H. Expressing Appreciation to JoAnne Whelen Upon Her Retirement After Twenty-Three Years of Service as Administrative Assistant

Ms. Rogren introduced this item by announcing that JoAnne Whelen is retiring at the end of May and that the District wished to express their appreciation for her twenty-three years of service. President Mickelsen proceeded to read Resolution 2020-01, which expressed the Board's appreciation of JoAnne Whelen's contributions and accomplishments during her twenty-three years as the District's Administrative Assistant.

Mr. Dickson, retired General Manager of the District, expressed his appreciation and congratulations to Ms. Whelen, followed by a brief statement from each of the Board members and Mr. Miyaki, District Counsel.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted by roll call vote to approve Resolution 2020-01 expressing appreciation to JoAnne Whelen upon her retirement after twenty-three years of service to the Coastside County Water District:

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

7) MONTHLY INFORMATIONAL REPORTS

A. **Superintendent of Operations Report**

Mr. Derbin summarized operations highlights for the month of April 2020.

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

There were no requested future agenda items from Board members expressed.

9) **ADJOURNMENT** - The Board Meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors