

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

July 9, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order at 6:00 p.m. Present at roll call: Directors Bob Feldman, Glenn Reynolds, and Vice President Chris Mickelsen. Director Jim Larimer was absent. Mr. David Dickson, General Manager, and Patrick Miyaki, Legal Counsel, were also present.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
 - A. **Public Employment Pursuant to California Government Code Section 54957**
Title: General Manager
- 4) **RECONVENE TO OPEN SESSION**
 - A. **Public Report of Closed Session Action**
The Board reconvened into open session at 6:56 p.m. with a report of “no action being taken in the closed session” provided.
- 5) **ADJOURNMENT** - The special meeting was adjourned at 6:57 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

July 9, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order at 7:01 p.m. Present at roll call: Director Bob Feldman, Glenn Reynolds, and Vice-President Chris Mickelsen. Director Jim Larimer was absent.

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; and JoAnne Whelen, Administrative Assistant and Recording Secretary. Cathleen Brennan, Water Resource Analyst; and Gina Brazil, Office Manager joined the meeting later.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** - Mr. Derbin, Superintendent of Operations, took this opportunity to introduce the District's new Distribution Supervisor, Darin Sturdivan. Additionally he acknowledged John Davis, retiring Distribution Supervisor, and thanked him for his 28 years of service to the District. Each of the Board members thanked Mr. Davis for his years of experience with the District and shared a few comments.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending June 30, 2019:
Claims: \$639,999.48; Payroll: \$105,277.34 for a total of \$745,276.82
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 11, 2019 Regular Board of Directors Meeting
- D. Monthly Water Service Connection Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report – June 2019
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. S.F.P.U.C. Hydrological Report for the month of May 2019
- K. Notice of Completion – Dismantle of the El Granada Wooden Tank (Hazen's)

Director Feldman 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 to approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Reynolds reported that he is currently attending the Special District Leadership Academy Conference, organized by the California Special Districts Association in Napa, and will be returning to the conference in the morning. Additionally, he reported that he had also attended the National American Water Works Association (AWWA) meeting, held recently in Colorado.

6) GENERAL BUSINESS

A. Grandview Water Main Replacement Project – Award of Contract for Engineering Services with EKI Environment & Water, Inc. for Engineering Design and Construction Support Services

Mr. Derbin reviewed the background of this project, including staff's recommendation to authorize this project.

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with EKI Environment and Water Inc. (EKI) for engineering design, bid document and construction support services for the Grandview Water Main Replacement project for a not to exceed amount of \$56,100:

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

B. Pine / Willow / Oak Water Main Replacement Project Award of Contract for Engineering Services with EKI Environment & Water, Inc. for Engineering Design and Construction Support Services

Mr. Derbin also described the components and location of this project to the Board.

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with EKI Environment and Water Inc. (EKI) for engineering design, bid document and construction support services for the Pine/Willow/Oak Water Main Replacement Project for a not to exceed amount of \$69,700:

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

C. **Approval of Professional Services Agreement with EKI Environment & Water, Inc. for Capital Project Management Support Services**

Mr. Dickson summarized the background of the District's many current projects requiring extensive preparations, including planning, design, environmental documentation, permitting, bidding, and contract management. He thanked EKI for their services and reviewed some of the projects that EKI has recently provided assistance with and advised that staff would like the support from EKI to continue.

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, the Board voted by roll call vote to authorize the General Manager to retain the professional services of EKI Environment and Water (EKI) for capital project management support for the 2019-2020 fiscal year for a not-to-exceed budget of \$180,000:

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

D. **Fiscal 2018-2019 Year-End Financial Results - Preliminary**

Ms. Rogren summarized the year to date operating revenue, non-operating revenue and operating expenses and variances. Additionally, she reviewed the budget overages, the year-to-date debt service and contributions to the Capital Improvement Program (CIP) and Reserves. She also recapped CIP expenditures and the District's current cash reserves.

E. **Consider Approval of Resolution 2019-03 Establishing Appropriations Limit Applicable to District during Fiscal Year 2019/2020**

President Coverdell introduced this agenda item.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to adopt Resolution 2019-03 Establishing Appropriations Limit Applicable to District during Fiscal year 2019/2020:

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

F. Approval for Backhoe Replacement

Mr. Derbin provided the background of this request to replace the District's seventeen-year-old backhoe, and noted that this equipment will soon no longer be compliant with Air Resources Board off-road diesel engine emissions requirements. Mr. Dickson provided clarification that the approval includes a trade-in value of \$15,000 for the District's current backhoe.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to trade in the old John Deere backhoe and purchase a new one for \$157,694.17:

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

7) MONTHLY INFORMATIONAL REPORTS

A. Superintendent of Operations

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

B. Water Resource Analyst Report

Ms. Brennan announced that the District had distributed its annual Consumer Confidence Report (CCR) with water quality data for calendar year 2018, and reported that the District met all U.S. Environmental Protection Agency (EPA) and California State drinking water health standards.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Reynolds referenced the Water Shutoff Protection Act, signed into law last year and inquired about the District's progress with compliance with the Act. Mr. Miyaki assured the Board that work on the policy is currently ongoing with District staff.

- 9) **ADJOURNMENT** - The meeting was adjourned at 7:52 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors