

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday August 10, 2021

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 August 10, 2021, 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 - Vice-President Bob Feldman called the meeting to order at 7:00 p.m. participating in roll call via Zoom Video Conference: Directors John Muller, Ken Coverdell, and Chris Mickelsen. President Glenn Reynolds was not in attendance at the meeting.

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager, Denise Ford, Administrative Assistant/Recording Secretary, and Nancy Trujillo, Accounting Manager.

Jonathan Sutter, P.E., of EKI Environment & Water, Inc. was identified as participants in the meeting.

Members of the public: Michelle Dragony.

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT - There were no public comments.

4) CONSENT CALENDAR

- A. Approval of disbursements for the month ending July 31, 2021:
Claims: \$1,615,862.93; Payroll: \$175,482.19 for a total of \$1,791,345.12
- B. Acceptance of Financial Reports
- C. Approval of Minutes of July 13, 2021, Regular Board of Directors Meeting
- D. Approval of Minutes of July 13, 2021, 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-July 2021
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. SFPUC Hydrological Report for the Month of June 2021

Director Mickelsen stated he had reviewed the monthly financial claims and found all to be in order.

- A. ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to approve the Consent Calendar:**

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

Director Coverdell commented on a resident, Chad Hooker, being concerned about backflow prevention piping in front of commercial buildings. Mr. Hooker stated they were unsightly and thought they were at risk of being damaged. Director Coverdell suggested the topic of the backflow piping as a possible future agenda item.

Director Mickelsen shared a newspaper article (Modesto Bee, August 4, 2021) he received from BAWSCA regarding the State Water Resources Board's curtailment orders to stop some diversions from rivers and to deal with the severe water shortages.

6) GENERAL BUSINESS

- A. Overview of 2019-2020 Storage Tanks Studies and Hydraulic Model and Carter Hill Tank Design Update**

Ms. Rogren gave a brief overview of the 2019-2020 Storage Tank studies and then turned the meeting over to Jonathan Sutter from EKI Environment and Water, Inc. (EKI). At the July 14, 2020, Board of Director's Meeting, Mr. Sutter presented an overview of the 2019-2020 Storage Tank Studies and the District's Hydraulic Model.

At the request of a few Board members for more information about the District's overall tank plan, Jon Sutter reviewed what he presented at the July 14, 2020, Board meeting. A lengthy discussion ensued.

Ms. Rogren also provided an update on the Carter Hill Tank Design project and the work that HDR has done to date. Ms. Rogren highlighted the need for Verizon to relocate their equipment in order for the work to be completed.

B. Water Shortage Advisory and Drought Outreach Update. Request for Voluntary 15 Percent Reduction in Water Consumption

Ms. Brennan summarized the drought by explaining that the District is currently in Stage 1 of the Water Shortage Contingency Plan – “Water Shortage Advisory”. SFPUC’s request for voluntary reduction in water use aligns with Governor Newsom’s July 8th Executive Order that calls on all Californians to voluntarily reduce their water use by 15 percent from calendar year 2020. Ms. Brennan also presented a timeline of milestones and a list of outreach efforts completed by Staff in July to inform customers of the drought conditions.

Staff is working with Raftelis Financial Consultants, Inc. to develop a drought rate study.

C. Authorize the General Manager to Enter into a Subscription Service Agreement for Accela (SaaS) Civic Application for Building and to Enter Into a Professional Services Agreement with Silver Lining Solutions LLC for Implementation of the Accela (SaaS) Civic Application for Building

Staff said that there was a change in the recommendation in the staff report. It now reads 1) Enter a three-year license (Qty:5) agreement with Accela for the Civic Platform (SaaS) Building Application for a total of \$42,558.75 and successful negotiations of the services agreement in a final form acceptable to the General Manager (Attachment B), and 2) Execute a professional services agreement with Silver Lining solutions, LLC for the implementation Accela (SaaS) Civic Platform Building Application on a time and materials basis for \$52,985.20.

Ms. Brennan summarized the agreements with Accela and Silver Lining Solutions, LLC. Since 2019, Staff has been actively working to find a solution that would make the processing of plan reviews more efficient for staff and more transparent for the applicant and the District’s partners. At present the workflow is manual with the use of spreadsheets and emails for tracking projects. The District also has a need for a secure web portal through which large files can be uploaded and downloaded. The Staff recommends Accela as a workflow management system for the planning and building review processes.

ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to: 1) Enter a Three Year license (Qty:5) Agreement with Accela for the Civic Platform (SaaS) Building Application for a Total of \$42,558.75 and Successful Negotiations of the Services Agreement in a Final Form Acceptable to the General Manager (Attachment B) and 2) Execute a Professional Services Agreement with Silver Lining

Solutions, LLC for the Implementation of Accela (SaaS) Civic Platform Building Application on a Time and Materials Basis for \$52,985.20.

Director Muller	Aye
Director Coverdell	Aye
Director Michelsen	Aye
Vice-President Feldman	Aye

D. Purchase of a Green Climber Slope Mower

Mr. Derbin highlighted the benefits of purchasing the Green Climber Slope Mower. At the March 9, 2021, Board of Director's Meeting, the Board authorized the rental of the Green Climber Slope Mower for brush clearing on a 4-month trial basis. Staff has found the equipment to be very useful and safe in maintaining fire breaks/easements inside SFPUC's watershed, at various tank sites, and at the Nunes WTP and Denniston WTP. The District is now at the end of the 4-month rental period and recommends purchasing the equipment.

ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to purchase a Green Climber Slope Mower and trailer from the Jesse Mack Company, for \$105,215.63.

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

E. Resolution Amending the Coastside County Water District Personnel Manual Regarding Certification Pay Program

Ms. Rogren explained the minimum certifications that District Distribution and Treatment staff are required to maintain. Operators who achieve higher level certifications than the minimum have demonstrated they are able to offer a higher level of expertise in solving complex problems at the District. As a way to increase employee retention, District management would like to recognize and reward employees who seek higher certifications by increasing the certification pay for Grade Level "3" and higher. In addition, staff also recommends an increase in the Spanish Language Proficiency certification pay.

ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to adopt the Resolution 2021-06 Amending the Coastside County Water District Personnel Manual to be effective September 1, 2021.

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

F. Nunes Water Treatment Plant Improvement Project Update

Mr. Derbin gave an update on the Nunes WTP Improvement Project. Since this project is one of the District's largest ever undertaken and will span approximately 2 years, staff will be giving updates at the monthly Board of Director's meetings. This significant and comprehensive project will provide extensive rehabilitation and upgrades to over 25% of the Nunes Facility and will serve the District's customers for several decades into the future. Mr. Derbin noted that the kick-off Preconstruction meeting was held by Freyer and Laureta, Inc. on July 14, 2021. Ranger Pipelines, Inc. will begin mobilizing at the Nunes WTP in mid-August.

7) MONTHLY INFORMATION REPORTS

A. General Manager's Report

Ms. Rogren informed the Board that the Pilarcitos draft IS/MND was posted on the State CEQA Clearinghouse website on August 5. The 30-day public noticing period will end September 4, 2021. District staff anticipates that a public hearing will be held at the November 9, 2021, Board of Director's meeting.

B. Superintendent of Operations Report

Mr. Derbin summarized operations highlights for the month of July 2021.

8) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

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

9) ADJOURNMENT-The Board Meeting was adjourned at 8:38 p.m.

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District

Robert Feldman

Bob Feldman, Vice-President
Board of Directors