

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 13, 2024

The Public was able to participate in the public meeting by joining the meeting in person or 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 Mickelsen called the meeting to order at 7:00 p.m. Present at roll call: Vice President Reynolds, Director Ken Coverdell, Director Bob Feldman, and Director John Muller.

Also present: Mary Rogren, General Manager, Jeffery Schneider, Asst. General Manager Finance/Admin., Patrick Miyaki, Legal Counsel, Gina Brazil, Office Manager, and Lisa Sulzinger, Administrative Analyst

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT -**

- Virginia Chang Kiraly – introduced herself and serves on the following Boards: San Mateo County Harbor Board of Commissioners, Menlo Park Fire Protection District Board of Directors, and San Mateo LAFCo Commission representing Special Districts. Her comment is regarding Article 34 of the California Constitution which requires voter approval for development of local affordable housing. The San Mateo County Board of Supervisors has asked for input from city councils on a proposed November 2024 ballot measure which would allow development of low-income housing units without voter approval. Ms. Kiraly is encouraging Boards of Special Districts that provide essential services such as fire, water, and sewer, to provide comment on the proposed ballot measure given that special districts could be impacted by the measure.
- Kathryn Slater-Carter introduced herself and serves on the following Boards: San Mateo County Harbor Board of Commissioners, Montara Water and Sanitary District Board of Directors, Sewer Authority Mid-Coastside Board of Directors, CSDA Board of Directors as the Bay Area Network Commissioner and San Mateo LAFCo Commission representing Special Districts as an Alternate Member. As Special Districts are essential service providers to their local

communities, Ms. Slater-Carter is encouraging Special Districts to stand up and protect their rights to be able to provide comment on water supply, storm water runoff, and sewers on low-income housing projects. She looks forward to a continued good working relationship between the agencies on the Coastside, and will continue to keep Special Districts up to date on legislative items.

4) CONSENT CALENDAR

- A. Approval of disbursements for the month ending July 31, 2024:
Claims: \$ 2,425,837.27; Payroll: \$ 244,794.18 for a total of \$ 2,670,631.45
July 2024 Monthly Financial Claims reviewed and approved by Director Coverdell
- B. Acceptance of Financial Reports
- C. Approval of Minutes of July 9, 2024, Special Board of Directors Meeting
- D. Approval of Minutes of July 9, 2024, Regular Board of Directors Meeting
- E. Approval of Minutes of July 31, 2024, Special Board of Directors Meeting
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report - July 2024
- I. Leak/Flushing Report - July 2024
- J. Monthly Rainfall Reports
- K. SFPUC Hydrological Conditions Report - June 2024 and July 2024
- L. Notice of Completion - Nunes Water Treatment Plant Upgrades Project
- M. Notice of Completion - Magellan Avenue at Highway 1 and Medio Creek Pipeline Rehabilitation Project

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

ON MOTION BY Director Muller and seconded by Vice President Reynolds, the Board voted by roll call vote to approve the Consent Calendar:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Director Muller reported that the California State Water Board has adopted new conservation regulations that will take effect in 2025.

6) GENERAL BUSINESS

A. Schedule a Public Hearing on Proposed Rate Adjustments and Authorize the Issuance of a Notice of Public Hearing for Proposed Rate Increases effective January 20, 2025, January 19, 2026, and January 18, 2027

Mr. Schneider summarized that at the November 14, 2023, Board meeting, the Board of Directors authorized Water Resources Economic LLC to conduct a comprehensive water rate study consisting of a five-year Financial Plan, a Cost-of-Service Analysis based on the most recent financial data, a Rate Design including a three-year water rate schedule effective January 2025, January 2026, and January 2027 and corresponding three-year Water Shortage Rates and Rate Study documentation, including a 2024 Water Rate Study Report.

Mr. Schneider then provided a brief overview of the District's numerous budget process meetings referencing the five budget related public Regular and Special Board of Directors' meetings, five Finance Committee meetings, four Facilities Committee meetings and a Board Workshop with Water Resources Economics, LLC. This has all led to the completion of the 2024 Water Rate Study Report and the proposed rate adjustments.

Mr. Schneider informed the Board that to comply with the requirements of Proposition 218, the recommended Board action will be to schedule a Public Hearing for Tuesday November 12, 2024, at 7:00 p.m. at the Regular Board of Directors' Meeting on the proposed rate adjustments and authorize the issuance of a Notice of Public Hearing for the proposed rate increases effective January 20, 2025, January 19, 2026, and January 18, 2027.

ON MOTION BY Vice President Reynolds and seconded by Director Muller, the Board voted by roll call vote to schedule a Public Hearing for Tuesday, November 12, 2024, at 7:00 p.m. during the Regular Board of Directors' Meeting on proposed rate adjustments and authorize the issuance of a Notice of Public Hearing for the proposed rate increases effective January 20, 2025, January 19, 2026, and January 18, 2027

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

B. Award of Contract for Engineering Services During Construction to HDR Engineering, Inc. for the Carter Hill Prestressed Concrete DN Tank and Seismic Upgrades Project

Ms. Rogren summarized that in February 2021, the District engaged HDR Engineering, Inc. to provide design engineering and bid support services for the Carter Hill Prestressed Concrete DN Tank and Seismic Upgrades Project. Staff recently requested a proposal from HDR for Engineering Services during construction to support the construction of the DN Tank project. These tasks include

providing contract clarifications; submittal and change order review; project management and other related tasks. Staff feels that HDR is the best fit for providing Engineering Services during construction since they are the Design Engineer on the project, and they also provided similar services during the Nunes Water Treatment Plant Upgrades Project.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with HDR Engineering, Inc. to provide Engineering Services During Construction for the Carter Hill Prestressed Concrete DN Tank and Seismic Upgrades Project for \$371,044

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

C. Award of Contract to Andreini Bros., Inc. for the Nunes Treatment Plant Paving Project

Ms. Rogren summarized that the Nunes Water Treatment Plant Upgrades Project is complete and construction crews have demobilized. The remaining work includes paving around the treatment plant to include 18,270 square feet of roadway and pavement. Staff received seven bids with Andreini Bros., Inc. coming in at the lowest bid of \$333,438.88.

ON MOTION BY Director Muller 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 the Nunes Treatment Plant Paving Project for a total cost of \$333,438.88

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

D. Purchase of Hydrants from Underground Republic Water Works, Inc.

The District's Capital Improvement Program includes \$140,000 per year for dry barrel hydrant replacement through FY 33/34. Staff submitted a request for bids for 28 hydrants to three vendors and received two responses back. Underground Republic Water Works, Inc. was the lowest bidder. The 28 hydrants will cost \$139,994.

ON MOTION BY Vice President Reynolds and seconded by Director Muller, the Board voted by roll call vote to authorize the general Manager to procure 28 Clow 2065 bronze wet barrel hydrants for \$139,994 from Underground Republic Water Works, Inc.

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

E. Waive the District’s Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Purchase Earthquake Expansion Joints for the Crystal Springs Pump Station

Ms. Rogren reported that during a recent valve installation at Crystal Spring Pump Station, Pump Repair Services Company found considerable wear on the existing earthquake expansion joints with one showing signs of corrosion. The current expansion joints were installed when Crystal Springs was built 35 years ago and the District does not have any spare expansion joints. Staff researched manufacturers with the assistance of Underground Water Works Inc. and found only one manufacturer, The Metraflex Company, who will custom make these joints. Staff requested that the Board waive the competitive bidding requirements of Resolution 2016-09 to sole source these expansion joints manufactured by The Metraflex Company and distributed by Underground Republic Water Works.

ON MOTION BY Vice President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to waive the District’s competitive bidding requirement of Resolution 2016-09 and authorize the General Manager to purchase (4) earthquake expansion joints for the Crystal Springs Pump Station from Underground Republic Water Works Inc. for \$65,800 (plus shipping and handling.)

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

F. Consider Resolution 2024-05, a Resolution of the Board of Directors of the Coastside County Water District Expressing Intent to Reimburse Project Expenditures From Tax-Exempt Financing

Mr. Schneider summarized the necessity for obtaining financing for the Carter Hill Prestressed Concrete DN Tank Project. In order to preserve maximum flexibility on its expenditures, and for the District to be able to reimburse itself for costs of the project incurred prior to debt financing is available, Jones Hall recommended that the Board adopt a “Reimbursement Resolution”. By passing this resolution, the

District will be able to reimburse certain costs going back 60 days from the adoption of the resolution.

ON MOTION BY Vice President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to approve Resolution 2024-05, a Resolution of the Coastside County Water District expressing intent to reimburse project expenditures from tax-exempt financing

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

G. Approval of an Amended Salary Schedule for Fiscal Year 2024-2025

Mr. Schneider summarized that CALPERS requires the Board approval of the District's salary schedule. At its June 10, 2024, meeting the Board of Directors approved the Fiscal Year 2024-2025 Salary Schedule effective July 1, 2024. Two temporary positions have now been added to the amended Salary Schedule, one Customer Service and one Maintenance.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote to approve an amended fiscal year 2024-2025 Salary Schedule, effective August 13, 2024

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

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager

One August 3, 2024, Ms. Brazil, Office Manager, and Ms. Barr, Customer Service Specialist, represented the District promoting careers in water at a job fair hosted by the Opportunity Center of the Coastside.

B. Operations Report

Ms. Rogren summarized the Operation Highlights for the month of July 2024.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

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

9) **CLOSED SESSION**

A) Conference with Real Property Negotiators

Pursuant to California Government Code Section 54956.8

1. Property: Acquisition of multiple permanent and temporary easements along Highway 92, Half Moon Bay, CA [APN 056 341 -180, 190, 200, 210, 230, 056-331-110, 056-331-120 and 130]

Agency Negotiators: Mary Rogren, General Manager

Negotiating Parties: Mary Alice Cozzolino, Surviving Co-Trustees of the James and Alice Cozzolino 1998 Family Trust

Under Negotiation: Price and Terms of Payment

2. Property: Acquisition of multiple permanent and temporary easements along Highway 92, Half Moon Bay, CA [APN 056-341-220]

Agency Negotiators: Mary Rogren, General Manager

Negotiating Parties: James Salvatore Cozzolino, a married man, as his sole and separate property, and Linda Jean Cozzolino, a single woman, as tenants-in-common

Under Negotiation: Price and Terms of Payment

10) **RECONVENE TO OPEN SESSION** - at 8:27 p.m.

Public Report of closed session action- Mr. Miyaki reported:

Closed session item 1 - Direction was given to agency negotiator


Closed session item 2 - Direction was given to agency negotiator

11) **ADJOURNMENT** - Board Meeting Adjourned at 8:28 p.m.

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District



Chris Mickelsen, President
Board of Directors

