

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 13, 2022

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the meeting was conducted by hybrid format offering the option of participating in person, zoom video conference, or by teleconference.

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 Bob Feldman was in person and called the meeting to order at 7:01 p.m. Participating in roll call via Zoom Video Conference were Directors Chris Mickelsen and Ken Coverdell, and in person was Vice-President John Muller. Director Glenn Reynolds was absent.

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; Gina Brazil, Office Manager; Nancy Trujillo, Accounting Manager; and Lisa Sulzinger, Administrative Analyst.

Also participating Jonathan Sutter, EKI Environment & Water, Inc.

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - The Board accepted and responded to a public comment about colored water later in the meeting.
- 4) **Consider and Reaffirm Resolution 2021-06 "Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person"**

Ms. Rogren summarized Governor Newsom’s Executive Order dated back on March 4, 2020, that declared a State of Emergency to exist in California because of the threat of COVID 19. The Executive Order N-29-20 suspended certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings remotely to help protect the spread of COVID-19 and to protect the health and safety of the public. On June 11, 2021, the Governor issued Executive Order N-08-21 which specified that Executive Order N-29-20 remain in effect through September 30, 2021.

On September 16, 2021, the Governor signed Assembly Bill (AB361) into law to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency after September 30, 2021. On October 8, 2021, the Board adopted Resolution 2021-06. Per AB361, the Board will need to consider and reaffirm the findings of Resolution 2021-06 monthly proclaiming that the State of Emergency continues to impact the ability of members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

ON MOTION BY Vice President Muller and seconded by Director Coverdell, the Board voted by roll call vote to Reaffirm Resolution 2021-06 “Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person”:

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

5) CONSENT CALENDAR

- A.** Approval of disbursements for the month ending August 31, 2022:
Claims: \$ 1,278,126.27; Payroll: \$ 202,010.69 for a total of \$ 1,480,136.96
August 2022 Monthly Financial Claims reviewed and approved by Director Feldman
- B.** Acceptance of Financial Reports
- C.** Approval of Minutes of August 9, 2022, Regular Board of Directors Meeting
- D.** Approval of Minutes of August 24, 2022, 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 August 2022
- H.** Leak/Flushing Report – August 2022
- I.** Monthly Rainfall Reports
- J.** SFPUC Hydrological Conditions Report – July 2022
- K.** Water Service Connection Transfer Report for August 2022

Director Feldman commented he reviewed the Financial Claims and found them to be in order.

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

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

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Muller announced he will not be able to attend the ACWA Region 5 Tour and Program October 6-7, 2022 in Monterey and offered his place to the other Board Members.

7) GENERAL BUSINESS

A. Approval of Professional Services Agreement with EKI Environment & Water, Inc. for Construction Management and Inspection Services for the Grandview Water Main Replacement Project

Mr. Derbin summarized the Grandview Water Main Replacement Project. This project will replace the existing infrastructure in the Grandview neighborhood to meet fire and design standards and will include replacing the existing 6" water main that crosses under Highway 1 using pipejacking construction methods. EKI Environment & Water, Inc. (EKI) prepared the plans and specifications for the project and will be providing engineering services during construction under a separate scope of work. The District is requesting to utilize EKI for construction management and inspection services. EKI will hire a subcontractor, Cecil and Cecil for the inspection services.

ON MOTION BY Director Coverdell and seconded by Vice President Muller, the Board voted by roll call vote to authorize the General Manager to enter into a Professional Services Agreement with EKI Environment & Water, Inc. for Construction Management and Inspection Services for the Grandview Water Main Replacement Project for \$132,800.

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

B. Approval of Water Service Agreement - 157 Avenue Portola, El Granada

Ms. Rogren explained that this is a standard water services agreement between the District and Sean and Kathleen Frietas for construction of 130 linear feet of 6" diameter ductile iron pipe that will serve 157 Avenue Portola. There is no fiscal impact to the District.

ON MOTION BY Vice President Muller and seconded by Director Coverdell, the Board voted by roll call vote to approve the Water Service Agreement - 157 Avenue Portola, El Granada:

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

C. Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Procure Materials for the Nunes Magnetic Flow Meter.

Mr. Derbin explained that the current Nunes Water Treatment Plant production numbers are calculated using multiple flow meters within the plant and include estimates for lost water from the sample taps. To better track produced water vs. unaccounted for water, staff proposes to install a 16" magnetic flow meter. This proposed meter will read and totalize bi-directionally and will produce a more accurate and precise number of the quantity of water sent to the distribution system from the Nunes Water Treatment Plant.

Freyer and Laureta, Inc. has completed a design that the District can use to solicit bids for the installation. Staff proposes to purchase parts before going to bid for installation due to possible delays caused by supply chain issues. In addition, the District will save on contractor markup on these parts. Staff has solicited informal bids from three underground parts suppliers with the low bid coming from Core and Main Inc.

ON MOTION BY Director Coverdell and seconded by Vice President Muller, the Board voted by roll call vote to waive the procedural requirements for sealed competitive bids and authorize the General Manager to procure materials for the Nunes Magnetic Flow Meter from Core & Main for \$88,869:

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

D. San Mateo County Civil Grand Jury Report: "The Other Water Worry: Is Your Water Provider Prepared for the Big One?"

Ms. Rogren reported that on August 5, 2022, the San Mateo County Civil Grand Jury released a report to address the issue: "To what extent are water providers in San Mateo County prepared to supply water to customers in the event of a major seismic catastrophe?" In February 2022 the Civil Grand Jury conducted 27 confidential interviews with multiple County agencies including 10 water providers. The District must provide a response to the Grand Jury by November 4, 2022, on 2 findings and resulting recommendations. The recommendations to be reported on include: 1) By March 23, 2023, county water providers are to perform emergency preparedness exercises consistent with their emergency response plans; and 2) By March 23, 2023, county water providers perform an analysis and document an after-action report consistent with their emergency response plans.

Ms. Rogren and Mr. Derbin also shared many of the emergency preparedness activities and capital investments undertaken to improve the District's resiliency and seismic vulnerabilities. In 2021, District staff spent over 250 hours along with 350 consulting hours to prepare a Risk and Resilience Assessment and an updated Emergency Response Plan (ERP) in accordance with the American Water Infrastructure Act (AWIA). The District's ERP was certified with the US Environmental Protection Agency in December 2021. In Summer 2021, the District also completed the San Mateo County Local Hazard Mitigation Annex Plan (approved by FEMA in December 2021.)

Moving forward, District staff will be scheduling emergency drills, training, and tabletops both internally and with other agencies including the County of San Mateo and San Francisco Public Utilities Commission (SFPUC). The District has also planned emergency exercises with Coastside Fire Protection in December, 2022.

8) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

Ms. Rogren summarized a letter from Debbie Ruddock, Mayor of the City of Half Moon Bay dated August 23, 2022 to President Feldman affirming "its support of the Coastside County Water District's pursuit of the resilient, sustainable and integrated water supply for the Coastside" and encouraging the District to "explore opportunities to diversify its water supplied including means to develop and utilize water derived from reuse and recycling."

B. Superintendent of Operations Report

Mr. Derbin summarized the Operation Highlights for the month of August 2022.

C. Water Resources Report

Ms. Brennan reported that the water shortage conditions remain unchanged. The District will have an ad in the HMB Review Magazine for Pumpkin Festival, and staff will setup an outreach table at the District's office on the Saturday of Pumpkin Festival.

Ms. Brennan also reported on the Alternative Water Supply (AWS) plan by the San Francisco Public Utilities Commission (SFPUC). The AWS plan is intended to improve dry year reliability of the regional water system. Currently if all projects being planned are implemented, the AWS could provide up to 35 million gallons per day. SFPUC will continue to provide quarterly updates with the final report on the AWS projects due in the summer of 2023.

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

10) ADJOURNMENT - Board Meeting Adjourned at 8:07 p.m.



Robert Feldman, President
Board of Directors



Mary Rogren, General Manager
Secretary to the District