

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday October 12, 2021**

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the Boardroom was not open to the public for the October 12, 2021, Regular Meeting of the Board of Directors 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 Glenn Reynolds called the meeting to order at 7:03 p.m. participating in roll call via Zoom Video Conference: Directors John Muller, Ken Coverdell, Chris Mickelsen and Vice-President Feldman.

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.

Members of the public: Michelle Dragony and August Howell.

**2) PLEDGE OF ALLEGIANCE**

**3) PUBLIC COMMENT** – There were no public comments.

**4) CONSENT CALENDAR**

- A. Approval of disbursements for the month ending September 30, 2021:  
Claims: \$1,422,799.47; Payroll: \$179,448.13 for a total of \$1,602,247.60
- B. Acceptance of Financial Reports
- C. Approval of Minutes of September 14, 2021, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report-September 2021
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H. Monthly Rainfall Reports

- I. Approval for Vice-President Feldman to attend the Association of California Water Agencies (ACWA) Fall Virtual Conference & Exhibition, November 30-December 2, 2021
- J. SFPUC Hydrological Report for the Month of August 2021

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

**ON MOTION BY Vice-President Feldman 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
President Reynolds	Aye

#### 5) MEETINGS ATTENDED/DIRECTOR COMMENTS

Director Coverdell stated that he would like to see an agenda item added to the Consent Calendar showing the monthly progress the District’s customers are making in reducing their water use in response to the drought. The purpose of adding the agenda item would be to keep this issue at the forefront of everyone’s attention.

Director Mickelsen attended the BAWSCA meeting and stated that the negotiated settlement on the Tuolumne River was on the back burner as discussions are now focused on the drought and the State Water Resource Control Board’s curtailment order for the Delta watershed.

Vice-President Feldman met with staff at the Nunes Water Treatment Plant to review the progress on the Upgrade Project and stated that he was very impressed with the work completed over the past two months.

#### 6) GENERAL BUSINESS

**A. Consider Approval of 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. Therefore, the Board will consider adopting Resolution 2021-06 proclaiming that the State of Emergency continues to impact the ability of members to meet safely in person.

**ON MOTION BY Vice-President Feldman and seconded by Director Muller, the Board voted by roll call vote to approve 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 Muller	Aye
Director Coverdell	Aye
Director Mickelsen	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

**B. Water Shortage Advisory and Public Outreach Update**

Ms. Brennan provided a summary of the water shortage and public outreach. The District is currently 100 percent dependent on imported water and has not been able to use its local sources since May 2021. When comparing the month of September 2021 imported water production data to the month of September 2020 imported water production data, it shows that the District decreased its purchases by only 3.9 percent. The goal is 15 percent reduction to meet SFPUC's request.

Ms. Brennan reported that key outreach activities included arranging for an advertisement in the Half Moon Bay Review Newspaper the last week of October. The same advertisement was also published in the Half Moon Bay Review October Magazine.

Staff is preparing to enter Stage 2 - Water Shortage Warning - of the District's Water Shortage Contingency Plan. Stage 2 begins mandatory reductions in water consumption. Going to the Water Shortage Warning is based on the existing dry conditions and not having access to any local sources. It is also based on the potential for the SFPUC to declare a water supply emergency on November 9<sup>th</sup> and the District not meeting its voluntary (15%) goals for reductions in water use. Staff anticipates bringing to the Board an ordinance and staff report requesting to implement a Water Shortage Warning after the SFPUC's November 9<sup>th</sup> meeting.

**C. Approval of Professional Services Agreement with Balance Hydrologics, Inc. for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Analysis**

Ms. Rogren summarized the need to provide continuation of gaging and analysis from year to year. Quantifying the amount of water available for diversion from Denniston and San Vicente Creeks is vitally important to the District's efforts to secure its water rights on those streams.

**ON MOTION BY Director Muller and seconded by Director Mickelsen, the Board voted by roll call vote to approve the Professional Services Agreement with Balance Hydrologics, Inc. for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Analysis:**

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

**D. Approval of Amendment to Professional Services Agreement with EKI Environment and Water, Inc. for Additional Design and Construction Support Services for Miramontes Point Road Water Main Replacement Project to include the Moonridge Neighborhood**

Mr. Derbin summarized the need to replace the ductile iron water main that was installed in 1999 on Miramontes Point Road. Since installation, this water main has failed eleven times due to excessive corrosion. An investigation into the potential reasons for the premature failures concluded that the soils were found to be mildly to highly corrosive. At the July 13, 2021, Board of Directors meeting, the Board approved a Professional Service Agreement with EKI for the design and construction support for the Miramontes Point Road Water Main Replacement Project.

Since July 2021, staff has responded to a similar 6" main break in the Moonridge neighborhood located next to Miramontes Point Road. The pipe failure also appeared to be due to excessive corrosion. This Agreement would be an amendment to the original Agreement for design services to include the Moonridge Neighborhood.

**ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to approve the Amendment to Professional Services Agreement with EKI Environment and Water, Inc. for Additional Design and Construction Support Services for Miramontes Point Road Water Main Replacement Project to include the Moonridge Neighborhood:**

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

**E. Quarterly Financial Review**

Ms. Rogren summarized the year-to-date revenue and expenses for the first three months of Fiscal Year 2021-2022. She also recapped CIP expenditures and the District's current cash reserves.

**F. Nunes Water Treatment Plant Upgrades Project Update #2**

Mr. Derbin gave an update of the progress being made at the Nunes Water Treatment Plant. Freyer and Loretta, Inc., the Construction Management firm on this project, put together a brief summary of the progress to date including a three week look ahead schedule. Major items of work anticipated over the next month include installing the formwork and rebar for the new sedimentation basin walls and pouring the concrete for the walls.

**7) MONTHLY INFORMATION REPORTS**

**A. Superintendent of Operations Report**

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


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

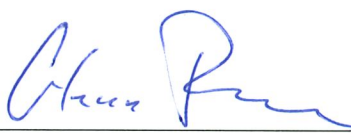
There were no requested future agenda items from the Board members expressed.

Ms. Rogren reminded the Board about the special Board meeting that will be held on October 28 starting at 9:00 a.m. and it will be conducted remotely by teleconference.

**9) ADJOURNMENT-**The Board Meeting was adjourned at 8:22 p.m.

Respectfully submitted,

  
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Mary Rogren, General Manager  
Secretary to the District

  
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Glenn Reynolds, President  
Board of Directors

