

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, April 9, 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 Bob Feldman, and Director John Muller. Director Ken Coverdell was absent.

Also present: Mary Rogren, General Manager, Jeffery Schneider, Asst. General Manager Finance/Admin., Catherine Groves, Legal Counsel; James Derbin, Superintendent, Nancy Trujillo, Accounting Manager and Lisa Sulzinger, Administrative Analyst

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending March 31, 2024:
Claims: \$ 1,166,787.54; Payroll: \$ 341,665.95 for a total of \$ 1,508,453.49
March 2024 Monthly Financial Claims reviewed and approved by Director Muller
- B. Acceptance of Financial Reports
- C. Approval of Minutes of March 12, 2024, 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 – March 2024
- G. Leak/Flushing Report – March 2024
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – February 2024
- J. Water Service Connection Transfer Report for March 2024

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

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- President Mickelsen reported on the recent court decision in the State Water Board Cases related to the State Water Resources Control Boards Bay-Delta plan.
- Director Muller reported that Directors and Staff attended an employee's retirement event.

6) GENERAL BUSINESS

A. Report on Emergency Change Order for the Magellan Avenue at Highway 1 & Medio Creek Pipeline Rehabilitation Project

Mr. Derbin summarized that in March 2024 the contractor, Golden Bay Construction, mobilized on the Magellan Avenue and Highway 1 project but was unable to proceed in preparing the pit for the construction of the pipe liner due to the existing high groundwater and soil conditions that would not allow a thrust block to be constructed that would be able to engage with the soil to resist the force against the existing push-on valve. The District engineer and contractor arrived at two viable options, a temporary and a permanent option. Staff and the Facilities Committee concurred that the permanent option was the better solution for the long-term and the General Manager proceeded with approving a change order for \$176,775 to replace a 215 foot section of existing cast iron pipe on Magellan Avenue under the emergency provisions of Section F.2. of Resolution 2016-09.

Section F.2 of Resolution 2016-09 allows the General Manager to "waive any or all of the procedural requirements" for award of contracts in the case of an emergency, which includes "field conditions that indicate an immediate threat to the public or employee safety or other significant impact to District facilities." This section also specifies that the General Manager must provide a full report of the action taken due to the emergency to the Board of Directors at the next Board meeting.

B. Quarterly Financial Review

Mr. Schneider summarized the first nine months of Fiscal Year 2023-2024. He also recapped the Capital Improvement Program Expenditures and the District's Cash Reserves.

C. Budget Process Timeline

Mr. Schneider presented an updated Budget Process Timeline that included key milestones for Committee and Board reviews and approval, and meetings with the District's Rate Consultant, Water Resource Economics, LLC in preparing the District's Financial Plan and Cost of Service Study.

D. Nunes Water Treatment Plant Upgrades Project Update #32

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during March 2024.

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

- Ms. Rogren stated that in March 2024, the District received a \$59,000 check from CalOES/FEMA for expenses incurred in January 2023 for emergency repairs due to the December 2022/January 2023 winter storm damage.
- Staff has engaged with Gallager Benefit Services, Inc. to perform a salary survey. Per the MOU with the Teamsters Local 856, District must conduct this survey within 2 years of signing the MOU.
- The federally funded LIHWAP Program (Low Income Household Water Assistance Program) ended on March 31, 2024. Over the last year, 54 of the District's customers received an average of \$400 each in benefits from the program.
- On April 2, 2024, the Department of Water Resources conducted a snow survey statewide. The statewide snowpack is at 110% of the April 1 historical average.

B. Superintendent of Operations Report

Mr. Derbin summarized the Operation Highlights for the month of March 2024.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

9) ADJOURNMENT - Board Meeting Adjourned at 7:41 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors