

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

February 11, 2020

- 1) **ROLL CALL** - President Chris Mickelsen called the meeting to order at 7:00 p.m. Present at roll call: Directors Bob Feldman, Jim Larimer, Ken Coverdell and Vice-President Glenn Reynolds.

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

There were no members of the public in the audience.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending January 31, 2020:
Claims: \$1,407,027.92; Payroll: \$172,392.63 for a total of \$1,579,205.55
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 14, 2020 Public Hearing
- D. Approval of Minutes of January 14, 2020 Regular Board of Directors Meeting
- E. Approval of Minutes of January 28, 2020 Special Board Meeting
- F. Approval of Minutes of January 28, 2020 Public Hearing
- G. Installed Water Connection Capacity and Water Meters Report
- H. Total CCWD Production Report
- I. CCWD Monthly Sales by Category Report - January 2020
- J. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- K. Monthly Rainfall Reports
- L. S.F.P.U.C. Hydrological Report for the month of January 2020

Director Coverdell reported that he had reviewed the monthly financial claims and the petty cash accounting and had found all to be in order.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell reported that he and Director Feldman had participated in a recent meeting of the District's Finance Committee and reviewed the District's current Board compensation rates, including comparing the fees with those of other comparable agencies and the statutory procedural requirements necessary if the Board is interested in increasing the current fees paid for Board meeting attendance. Director Coverdell stated that it is his opinion to not pursue increasing the Board fees at this time. Director Feldman stated that as part of the finance committee's research and discussion, that he is in agreement with Director Coverdell's opinion. The Board will revisit this matter and ask Ms. Rogren to place discussion of this on a meeting agenda sometime in the future.

Vice-President Reynolds reported that he and President Mickelsen had participated in a recent District Facilities Committee meeting, which included a tour of the Nunes Water Treatment Plant to review future proposed improvements for the plant.

Director Larimer reported that he and Vice-President Reynolds had met recently and discussed how the District could pursue exploring recycled water in the future.

6) GENERAL BUSINESS

A. Proposed Adoption of Ordinance 2020-01 to Change the Coastside County Water District's Electoral System from At-Large to By-Zone Elections with Respect to Electing Members of the Board of Directors, and to Establish Zone Boundaries and Sequencing of Elections Within the Zones

Ms. Rogren summarized the process, referencing the five previous public hearings to change the District's electoral system to one based on five (5) zones and to establish zone boundaries and sequencing of elections within the zones.

Mr. Miyaki proceeded to outline the proposed Ordinance 2020-01 and the action required by the Board.

Director Larimer stated that he was going to vote for the Ordinance but was not in favor of any of the maps, adding that he felt this process is very troubling and is not going to achieve the intended goals.

ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell, the Board voted to adopt Ordinance 2020-01 to change the Coastside County Water District’s electoral system for members of the Board of Directors from an at-large system- one in which District voters elect all Directors – to a system based on five (5) zones and to establish zone boundaries and sequencing of elections within the zones and to include Map Blue 2 in the Ordinance:

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

B. Award of Contract for Preliminary Design Engineering Services and Basis of Design Report to HDR Engineering Inc. for the Nunes Water Treatment Plant Improvement Project

Mr. Derbin reviewed background information regarding the Nunes Water Treatment Plant and reminded the Board that the District contracted with West Yost & Associates in 2018 to prepare an engineering report entitled “Optimization of Treatment of Local Water Sources Feasibility Analysis”, which identified a few specific needed upgrades and improvements for the plant. He summarized some of the recommended upgrades and explained that staff believes a preliminary design would be beneficial to further define needed improvements and to facilitate capital improvement planning and budgeting for the Nunes facility. He explained that once this work is complete, staff will report to the Facilities Committee and to the Board on the proposed scope of rehabilitation work before a full design contract is presented for approval.

As a member of the Facilities Committee, Vice-President Reynolds stated that after meeting with the HDR staff, he was impressed and confident with their knowledge and experience and felt they are very qualified to address the unique applications of the Nunes Water Treatment Plant. Brief discussion ensued, with Director Coverdell recommending that Jim Teter, District Engineer, and EKI staff be consulted to review the proposed developed designs as well.

ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with HDR Engineering Inc. for preliminary design engineering services and a Basis of Design Report for the Nunes Water Treatment Plant Improvement Project for a not to exceed amount of \$149,532:

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

C. **Approval of Professional Services Agreement with WRA Environmental Consultants to prepare a California Environmental Quality Act Initial Study/Mitigated Negative Declaration and a Cultural Resources Report for the Pilarcitos Creek Crossing Pipeline Replacement Project**

Ms. Rogren introduced this agenda item by reviewing the background of the project. She explained the three required next steps with the project, completing the design, obtaining necessary easements and completing the California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration (IS/MND) and the Cultural Resources Report for the Pilarcitos Creek Crossing Pipeline Replacement Project. She advised that WRA Environmental Consultants (WRA) have proposed to perform these functions for a cost not to exceed \$40,800. Ms. Rogren and Mr. Derbin displayed maps to the Board to demonstrate the proposed project area.

ON MOTION BY Director Coverdell and seconded by President Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a Professional Services Agreement with WRA Environmental Consultants (WRA) for preparation of the California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration (IS/MND) and a Cultural Resources Report for the Pilarcitos Creek Crossing Pipeline Replacement Project for a cost not to exceed \$40,800:

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

D. **Rescind an Award of Contract to American Eagle Roofing (awarded at the October 15, 2019 Board Meeting) and Award of Contract to Central Roofing Inc. for 766 Main Street Roof Replacement**

Mr. Derbin summarized the issues that had transpired since the Board originally awarded the contract to American Eagle Roofing for replacement of the roof of the District office at 766 Main Street due to labor costs at prevailing wage, and advised that staff solicited bids from four additional roofing contractors that comply with the District's requirements.

Director Coverdell stated that he has had no experience with the lowest bidder of the project, Central Roofing at \$90,000, but does have direct experience over a 41-year period with the roofing contractor, Izmirian Roofing and Sheet Metal, and can recommend their services. He suggested that staff research the two firms and obtain reviews and references for both firms. Mr. Miyaki clarified the law and the District's procurement policy, advising that there is flexibility to award the contract to either one of the two bidders and proceeded to outline the District's options.

ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell the Board voted by roll call vote to authorize the General Manager to rescind the Award of Contract to American Eagle Roofing (awarded at the October 15, 2019 Board Meeting) and authorize the General Manager to contract for a new roof with a responsible bidder at a not-to-exceed amount of \$90,700:

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

E. Fiscal Year 2020-2021 Budget Process Timeline

Ms. Rogren briefly reviewed the District's timeline for the budget process.

F. Draft Fiscal Year 2020-2021 Operations Budget and Draft Fiscal Year 2020/21 to 2029/30 Capital Improvement Program (CIP)

Ms. Rogren outlined her recent meetings with the District's Finance Committee and Facilities Committee with drafting the Operations and the Capital Improvement Program budgets. She reviewed some detail highlights and major variances with the draft proposed budgets.

7) MONTHLY INFORMATIONAL REPORTS

A. Superintendent of Operations

Mr. Derbin reviewed operations highlights for the month of January 2020.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

The Board meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors