

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

August 11, 2020

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the August 11, 2020 Regular Meeting 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 Chris Mickelsen called the meeting to order at 7:00 p.m. participating in roll call via Zoom Video Conference: Directors Jim Larimer, Ken Coverdell, and Bob Feldman. Vice-President Glenn Reynolds was absent at the initial roll call but arrived at 7:07 PM

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Gina Brazil, Office Manager, Denise Ford, Administrative Assistant/Recording Secretary, and Nancy Trujillo, Accounting Manager.

Members of the public: Maureen Fleming

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT

- A. Maureen Fleming, of 478 El Granada Blvd., expressed her concern regarding a problem that she believes was initiated with the installation of a new meter on an adjacent property in 2018. President Mickelsen assured her that Staff would look into her issue promptly.

4) CONSENT CALENDAR

- A. Approval of disbursements for the month ending July 31, 2020:
Claims: \$1,720,488.25; Payroll: \$173,589.31 for a total of \$1,894,007.56
- B. Acceptance of Financial Reports
- C. Approval of Minutes of July 14, 2020 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-July 2020
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Report for the Month of July 2020
- J. Notice of Completion - District Office Fascia Board Replacement Project
- K. Notice of Completion - Garcia Avenue Emergency Water Main Replacement Project
- L. Water Service Connection Transfer Report for July 2020
- M. Notice of Non-Complex Pipeline Extension Project-555 Obispo Road, El Granada-Coastside Fire Protection District

Director Larimer reported that he had reviewed the monthly financial claims and found all to be in order.

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

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

Director Feldman attended the Virtual ACWA conference on July 29-30. He commented on how efficient the conference was run.

6) GENERAL BUSINESS

- A. **Fiscal Year 2020/21 and Draft Fiscal Year 2021/22 Operations Budgets; Fiscal Year 2020/21 to 2029/30 Capital Improvement Program (CIP); Draft Fiscal Year 2020/21 to 2024/25 Financial Plan; Proposed Rate Increase for Fiscal Years 2020/21 and 2021/22; Draft Water Financial Plan and Rate Update Study Report**

Ms. Rogren presented to the Board the Fiscal Year 2020/21 Operation Budget, Draft Fiscal Year 2021/22 Budget, Fiscal Year 20/21 to 2029/30 Capital Improvement Program, and Draft Water Financial Plan and Rate Update Study Report prepared by the District's rate consultant, Raftelis Financial Consultants, Inc. The Draft Water Financial Plan and Rate Update Study Report includes the Financing Plan reflecting the proposed rate increases in consideration of targeted reserve balances and the Cost of Service Analysis prepared in 2018 used to develop cost of service-based water rates in order to

comply with the substantive requirements of Proposition 218 as interpreted by the courts, including the April 2015 Appellate Court decision in Capistrano Taxpayers Association, Inc. v. City San Juan Capistrano.

B. Fiscal Years 2020-2021 and 2021-2022 Budget Process Timeline

Ms. Rogren presented a timeline of key past and upcoming milestones for presentation and approval of the Fiscal Year 2020-2021 and Fiscal Year 2021-2022 Budgets, the Fiscal Year 2020/21 - 2029/30 Capital Improvement Program, and Fiscal Year 2020/21 - 2024/25 Financial Plan and for outreach activities.

C. Schedule a Public Hearing on Proposed Rate Increases for Fiscal Years 2020-2021 and 2021-2022 and Authorize Issuance of a Notice of Public Hearing and Proposed Rate Increases to be effective January 1, 2021 and January 1, 2022

Ms. Rogren informed the Board that in order to comply with the requirements of Proposition 218, the recommended Board action would authorize issuance of notice of rate increases for Fiscal Years 2020-21 and 2021-2022 and authorize staff to schedule a public hearing for October 13, 2020 at the regularly scheduled October Board of Directors' meeting. President Mickelsen has voted no on this agenda item because he does not support an approach that involves the District issuing new debt.

ON MOTION BY Director Feldman and seconded by Director Larimer, the Board voted by roll call to schedule a Public Hearing for Tuesday, October 13, 2020 at the regular Board of Directors meeting beginning at 7:00 PM on the proposed rate increases for Fiscal Years 2020-2021 and 2021-2022 and authorize Staff to issue a Notice of Public Hearing and Proposed Rate Increases to be effective January 1, 2021 and January 1, 2022:

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

D. Authorize the GM to Procure Replacement Turbidimeters for the Denniston and Nunes Water Treatment Plants

Mr. Derbin summarized the necessity to purchase new turbidimeters for the Nunes and Denniston Water Treatment Plants from Hach Company. Currently the District uses older Hach Turbidimeters, for monitoring online filter performance with Hach 2100N benchtop turbidimeters. Hach plans to gradually phase out support of the older model turbidimeters and will only stock limited parts for repair. Mr. Derbin explained that this is a sole source procurement pursuant to Resolution No. 2016-09.

ON MOTION BY Vice-President Reynolds and seconded by President Mickelsen, the Board voted by roll call vote to authorize the General Manager to purchase nine (9) online turbidimeters and two new Hach benchtop turbidimeters with calibration supplies for Nunes and Denniston Water Treatment Plants for a total price of \$35,600 (including estimated shipping and tax.):

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

E. Approval of Professional Services with EKI Environment and Water, Inc. for Capital Project Management Support and As-Needed Engineering Services

Ms. Rogren explained the desire to continue working with EKI based on their past responsiveness and excellent support provided during the past two fiscal years. In Fiscal Year 2018-2019 and FY 2019-2020, the District engaged EKI to assist with the overall management and planning of the District's CIP projects.

ON MOTION BY Vice-President Reynolds and seconded by President Mickelsen, the Board voted by roll call to authorize the General Manager to retain the professional services of EKI Environment and Water, Inc. (EKI) for capital project management and as needed engineering support, including hydraulic modeling for Fiscal Year 2020-2021 for a not-to-exceed budget of \$100,000:

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

7) MONTHLY INFORMATION REPORTS

A. Superintendent of Operations Report

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

8) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT-The Board Meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors