

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**September 10, 2019**

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

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending August 31, 2019:  
Claims: \$729,955.64; Payroll: \$110,156.33 for a total of \$840,111.97
- B. Acceptance of Financial Reports
- C. Approval of Minutes of August 13, 2019 Regular Board of Directors Meeting
- D. Approval of Minutes of August 22, 2019 Special Board of Directors Meeting
- E. Monthly Water Service Connection Transfer Report
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report - August 2019
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- J. Monthly Rainfall Reports

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

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

<b>Director Larimer</b>	<b>Aye</b>
<b>Vice-President Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>Director Reynolds</b>	<b>Aye</b>
<b>President Coverdell</b>	<b>Aye</b>

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

There were no reports of meetings attended or Director comments.

**6) GENERAL BUSINESS**

**A. Stone Dam Pipeline Replacement Project - Award of Contract**

Mr. Dickson summarized the background of this project, including the reminder that this original Pilarcitos Pipeline, built in 1948 to convey Pilarcitos Reservoir water from Stone Dam into the District's system, failed in the Summer of 2012. He reminded the Board that upon securing an agreement with the San Francisco Public Utilities Commission (SFPUC), the District installed a temporary plastic pipeline in 2013, with the understanding that Coastside County Water District would plan, design, and construct a permanent replacement. Mr. Dickson further advised that the design and bid documents are now completed and the District is prepared to proceed with the subject pipeline replacement and that funding for this project is included in the Capital Improvement Program Budget.

Board discussion ensued with some questions and comments related to the project costs, materials specified, installation specifications and project scheduling.

**ON MOTION BY Vice-President Mickelsen and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Andreini Bros. Inc. for \$1,020,350 for the removal of the temporary plastic pipe currently positioned on top of an unpaved road and the installation of a permanent buried 12-inch ductile iron pipeline along the same alignment with new meter and fish screens:**

<b>Director Larimer</b>	<b>Aye</b>
<b>Vice-President Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>Director Reynolds</b>	<b>Aye</b>
<b>President Coverdell</b>	<b>Aye</b>

**B. Notice of Emergency Replacement/Lowering of Potable Water Services in El Granada**

Mr. Derbin advised that this is an informational item only and proceeded to explain the background and the nature of the project and the conditions providing for Section F.2 of Resolution 2016-09, "General Manager Waivers-Emergencies" to be applied. Mr. Dickson added that currently the challenges of coordinating the District's projects with San Mateo County have been significant and that there needs to be improvement with regards to the communication, coordination, and overall relationship with the San Mateo County staff members on these matters.

**C. Association of California Water Agencies (ACWA) 2020-2021 Region 5 Election**

Mr. Dickson introduced this item by advising the Board that after some research and legal consultation, staff has learned that the Board can basically proceed in a number of ways in connection with this matter, including authorizing Director Reynolds to cast the vote on behalf of the District, or designate the General Manager to vote, or cast the District's vote via Board action. He advised that all suggested voting processes allow for the District's vote to be cast for either the recommended slate by the ACWA Region 5 Nominating Committee or by voting for the individual Region 5 candidates.

**ON MOTION BY Director Feldman and seconded by Vice-President Mickelsen, the Board voted by roll call vote to designate Director Glenn Reynolds, Coastside County Water District's designated ACWA representative, to cast Coastside County Water District's vote for the ACWA Region 5 Nominating Committee's recommended slate as stated:**

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

**7) MONTHLY INFORMATIONAL REPORTS**

**A. Assistant General Manager**

Ms. Rogren summarized Senate Bill 699, which Governor Newsom recently signed into law. She reviewed the highlights of the bill and referenced the April 2019 press release further explaining the bill.

Additionally, Ms. Rogren reported on the Fiscal year 2018-2019 Annual Report from the San Francisco Public Utilities Commission (SFPUC) on the Water System Improvement Program (WSIP).

**B. Superintendent of Operations**

Mr. Derbin reviewed operations highlights for the month of August, including the accomplishment that the installation of all of the District's meter transmission units (MTU's) is now completed.

**C. Water Resource Analyst Report**

Ms. Brennan provided updates on water loss enforcement by the State Water Resources Control Board, specifically Senate Bill No. 134, which was written to address the ambiguity on how the water loss standard and the urban water use objective, both of which are still being developed, would be enforced. She reported that once the rule making for the water loss performance standard and the water use objective are complete, urban retail water suppliers will have a better understanding of compliance and enforcement.

Ms. Brennan also informed the Board that staff is in the process of updating the District's website to include emergency preparedness information.

Following President Coverdell's announcing of the Closed Session agenda items, there was a brief break provided at 7:54 p.m. to clear the Board room to prepare for discussion of the Closed Session agenda items. The Board convened into closed session at 8:15 p.m.

**8) CLOSED SESSION**

**A. Pursuant to Government Code Section 54957  
Public Employment  
Title: General Manager**

**B. Pursuant to California Government Code Section 54957.6  
Conference with Labor Negotiators  
Agency Designated Representatives: Director Feldman and President Coverdell  
Unrepresented Employee: General Manager Candidate**

**9) RECONVENE TO OPEN SESSION**

The Board reconvened into open session at 8:25 p.m.

The open session report for item 8.A Public Employment Closed Session was "No action was taken in the closed session."

The open session report for item 8.B Labor Negotiations Closed Session was "The agency designated representatives gave a report to the Board regarding the labor negotiations, and no action was taken in the closed session."

**A. Consider Appointing Mary Rogren as General Manager and Approving the Employment Agreement Between the Coastside County Water District and Mary Rogren**

Mr. Miyaki, District Legal Counsel, summarized the key substantive terms of the Employment Agreement between Coastside County Water District and Mary Rogren as follows:

- **Duties.** The General Manager must perform all services to manage, operate, and conduct the affairs of the District, and perform duties as directed by the Board of Directors. The General Manager is expected to devote the time necessary to satisfactorily perform the duties and responsibilities of the General Manager.
- **Term.** The employment will commence when the current General Manager retires, which will be no later than October 26, 2019. The employment is “at-will” and will continue until terminated by either party.
- **Compensation.** The General Manager will have an annual base salary of \$230,000 and will receive the same cost of living adjustment as all other unrepresented employees receive, which will be effective July 1 of each year. The General Manager will receive the same pension benefits applicable to all District employees through CalPERS.
- **Other Benefits.** The General Manager will receive paid vacation, sick leave, and administrative leave in accordance with the Personnel Manual, and vacation shall initially accrue at a rate of 10 days per year, and the General Manager will be entitled to 120 hours of administrative leave per year. Health related benefits will be in accordance with the District’s Personnel Policy. The General Manager will receive a vehicle allowance of \$600 per month in lieu of the use of a District vehicle.
- **Miscellaneous.** The Employment Agreement included other standard terms and conditions contained in public employee employment contracts.

Director Feldman then described the comprehensive recruitment process that the District conducted over the past few months. Each of the Directors expressed how pleased they were with the recruitment process and complimented Mary Rogren in connection with her participation in the process.

**ON MOTION BY Director Feldman and seconded by Vice-President Mickelsen, the Board voted to appoint Mary Rogren as General Manager and to approve the Employment Agreement Between the Coastside County Water District and Mary Rogren:**

<b>Director Larimer</b>	<b>Aye</b>
<b>Vice-President Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>Director Reynolds</b>	<b>Aye</b>
<b>President Coverdell</b>	<b>Aye</b>

Ms. Rogren thanked the Board for their confidence in her and for allowing her the opportunity to demonstrate her skills, capabilities, and passion for the District in this new role as General Manager. She added that she is excited about working for this Board, who is so dedicated and committed and takes all the District's issues to heart. Ms. Rogren also thanked Mr. Dickson for hiring her approximately five years ago and for mentoring her along the way. Additionally, she expressed her appreciation to District staff for their support to her in this new role as General Manager.

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

There were no suggested agenda items for future Board meetings requested by the Board.

**11) ADJOURNMENT**

The Board meeting was adjourned at 8:36 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary to the District

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Ken Coverdell, President  
Board of Directors