

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

March 12, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order at 7:00 p.m. Present at roll call: Directors Glenn Reynolds, Bob Feldman, and Vice-President Chris Mickelsen.
Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Cathleen Brennan, Water Resources Analyst. James Derbin, Superintendent of Operations, arrived at approximately 7:25 p.m.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **CONSENT CALENDAR**
 - A. Approval of disbursements for the month ending February 28, 2019:
Claims: \$641,383.47; Payroll: \$103,857.30 for a total of \$745,240.77
 - B. Acceptance of Financial Reports
 - C. Approval of Minutes of February 12, 2019 Regular Board of Directors Meeting
 - D. Monthly Water Service Connection Transfer Report
 - E. Installed Water Connection Capacity and Water Meters Report
 - F. Total CCWD Production Report
 - G. CCWD Monthly Sales by Category Report - February 2019
 - H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
 - I. Monthly Rainfall Reports
 - J. S.F.P.U.C. Hydrological Report for the month of January 2019
 - K. Notice of Completion - 2 Inch El Granada Pipeline Replacement Project
 - L. Approval for Director Feldman to attend the Association of California Water Agencies (ACWA) Spring Conference in Monterey, May 7th through 10th, 2019
 - M. Approval for Director Reynolds to attend the California Special District's Association (CSDA) Special District Leadership Academy - July 7th - 10th, 2019

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

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no meetings reported.

6) GENERAL BUSINESS

A. Approval of Additional Funding for Professional Services Agreement with EKI Environmental and Water For Capital Project Management Support

Mr. Dickson provided the background of this agenda item, reviewed the continued work performed by EKI and reported on the excellent results being delivered by EKI with respect to the District's projects. Mr. Stephen Tarantino, P.E., Vice-President, with EKI briefly commented on the successful working relationship with the District's staff.

ON MOTION BY Director Feldman and seconded by Director Reynolds, the Board voted by roll call vote to authorize the General Manager to approve a \$75,000 increase in the time-and-materials budget under the professional services agreement with EKI Environmental and Water (EKI) for capital project management support:

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

B. Approval of Professional Services Agreement with TJC and Associates, Inc. for Water Tank Seismic Evaluation

Mr. Dickson reiterated the District's established practice of performing seismic evaluations of storage tanks scheduled for recoating and rehabilitation and relayed that District staff, working with EKI, has evaluated and discussed the engineering proposals submitted in detail, considering approach, experience, staff qualifications, schedule, and other factors.

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a Professional Services Agreement with TJC and Associates (TJCAA) for seismic evaluations of four steel storage tanks, at a time-and-materials cost not to exceed \$90,333:

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

C. Approval of Professional Services Agreement with TJC and Associates, Inc. for Denniston Water Treatment Plant and Pump Station Standby Power Design Services

Mr. Dickson briefly described this project and advised that EKI had reviewed the proposal submitted by TJC and Associates and agrees with staff that the scope of work provided by TJCAA fits the District's needs for a successful project and that the cost of services is reasonable.

ON MOTION BY Director Reynolds and seconded by Director Feldmsn the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with TJC and Associates (TJCAA) for engineering design ad bid document services for the installation of two standby generators for the Denniston Water Treatment Plant (WTP) ad Booster Pump Station (BPS) for a time-and-materials cost not to exceed \$46,850:

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

D. Approval of Interview and Selection Procedure for Candidates to Fill Board of Directors Vacancy

Mr. Dickson summarized the background and outlined the interview and selection protocol that was recently reviewed and discussed by the District's Human Resources Committee. Brief discussion ensued among the Board members on the proposed protocol, which was agreed upon and approved unanimously by the Board.

7) **MONTHLY INFORMATIONAL REPORT**

A. **Superintendent of Operations**

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

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

There were no agenda item requests from the Directors for future Board meetings expressed.

9) **ADJOURNMENT** - The meeting was adjourned at 7:39 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors