

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

June 9, 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 June 9, 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 7:02 p.m. participating in roll call via Zoom Video Conference: Directors Jim Larimer, Ken Coverdell, Bob Feldman, and Vice-President Glenn Reynolds.

Also participating: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Sean Donovan, Water Treatment Plant Supervisor; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager and Denise Ford, Administrative Assistant/Recording Secretary;

Richard G. Stratton, Senior Project Manager with HDR Engineering Inc., and David Dickson were identified as participants in the meeting.

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT - There were no public comments.

4) CONSENT CALENDAR

- A. Approval of disbursements for the month ending May 31, 2020:
Claims: \$576,628.27; Payroll: \$264,816.75 for a total of \$841,445.02

- B. Acceptance of Financial Reports
- C. Approval of Minutes of May 12, 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-May 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 April 2020

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

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

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

President Mickelsen briefly reported on a recent Bay Area Water Supply and Conservation Agency (BAWSCA) meeting he had attended.

6) GENERAL BUSINESS

A. Award of Contract for Design Engineering and Bid Support Services to HDR Engineering Inc. for Nunes Water Treatment Plant Improvement Project

Mr. Derbin outlined the background of this agenda item, reminding the Board that at the February 11, 2020 Board Meeting, the Board approved a contract with HDR Engineering Inc. for a Basis of Design Report in order to define needed improvements and to facilitate Capital Improvement planning and budgeting for the Nunes Water Treatment Plant. Mr. Derbin went on to explain that the Nunes Water Treatment Plant was originally constructed in 1982 and later upgraded in 1992 as part of the Crystal Springs project. He stated that the filter basins and clearwell have never been recoated since they were originally constructed. In addition, the sedimentation basin has not had a through inspection/evaluation for replacement of the sedimentation basin moving parts, and the WTP does not have a backup sedimentation basin. Mr. Derbin also noted that the Basis of Design Report is now complete, and he summarized the next phase of the project which includes the design of a new sedimentation basin, filter upgrades, caustic soda storage tank system, clearwell upgrades and miscellaneous electrical and mechanical

improvements. Mr. Richard Stratton, Senior Project Manager with HDR Engineering Inc., answered questions from the Board.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with HDR Engineering Inc. ("HDR") for design engineering and bid support services for the Nunes Water Treatment Plant Improvement Project for a not to exceed amount of \$597,560:

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

B. 1) Update the Districts' Organization Chart to; a) Eliminate the Assistant General Manager Position; b) Add an Accounting Manager Position; and c) Add a Maintenance Worker Position; 2) Approve the Accounting Manager Job Classification; 3) Adopt an Amended Salary Schedule that; a) Removes the Assistant General Manager Position; b) Adds the Accounting Manager Position; and c) Includes a Cost of Living Adjustment Increase of 2.5%, Effective July 1, 2020

Ms. Rogren presented an update to the District's organizational chart which includes eliminating the Assistant General Manager position, adding an Accounting Manager position, and also adding an entry-level Maintenance Worker position. Ms. Rogren noted that these changes to the organization chart will be budget neutral.

Ms. Rogren also presented an updated Salary Schedule to be effective July 1, 2020 which reflects the above-mentioned position changes and also includes a 2.5% Cost of Living Adjustment as provided for in the Memorandum of Understanding with the Teamsters Union. She further explained that it is a requirement of CalPERS that the District's Board of Directors approve the annual salary schedule.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted by roll call vote to 1) Approve the update to the District's Organization Chart to a) eliminate the Assistant General Manager position; b) add an Accounting Manager position; and c) add a Maintenance Worker position; 2) Approve the Accounting Manager Job Classification; 3) Adopt an amended Salary Schedule that a) removes the Assistant General Manager position; b) adds the Accounting Manager position; and c) includes a Cost of Living Adjustment increase of 2.5%, effective July 1, 2020:

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

President Mickelsen

Aye

C. Approval of Fiscal Year 2020-2021 Operations and Maintenance Budget; Review of Draft Fiscal Year 2020-2021 to 2029-2030 Capital Improvement Program

Ms. Rogren presented a Draft Fiscal Year 2020-2021 Operations and Maintenance Budget for approval by the Board. The Board was first introduced to the budget at the February 11 and March 10, 2020 Board of Directors meetings. At the May 12 Board meeting Ms. Rogren presented a revised draft budget, which reflected the impacts of recent significant events including 1) COVID-19 and projected reductions in water use by some businesses; 2) loss of a key agricultural customer; and 3) lack of local rainfall during January - May 2020 which will limit the District’s ability to utilize local water sources in the July - December 2020 timeframe and will result in higher water purchases from SFPUC.

The District plans to meet with the Facilities Committee again in June to review engineering updates and to finalize an updated Draft Fiscal Year 2020-2021 to 2029-2030 Capital Improvement Program to be used by Raftelis Financial Consultants in their rate study modeling to be presented at the July 2020 Board Meeting.

ON MOTION BY Vice-President Reynolds and seconded by Director Larimer, the Board voted by roll call vote to approve the Fiscal Year 2020-2021 Operations and Maintenance Budget as shown in Exhibit A:

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

D. Resolution 2020-02 Calling for and Giving Notice of a Regular District Election to be held on Tuesday, November 3, 2020 and Requesting the County Elections Department to Conduct this Election

Ms. Rogren introduced this item and provided a brief summary of the required election related tasks, including the adoption of the resolution. The regular District election will be held on November 3, 2020. Three zones (Zone 1, 3 and 4) are up for election (4-year terms). These zones are currently held by Director Glenn Reynolds (Zone 1); Director Ken Coverdell (Zone 3) and Director Jim Larimer (Zone 3). There is no current incumbent in Zone 4. Under state law, the District must submit a formal request to the County Elections Department to perform all the services required to conduct the District election.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted by roll call vote to adopt Resolution 2020-02 Calling for and Giving Notice of a Regular

District Election to be held on Tuesday, November 3, 2020 and Requesting the County Elections Department to Conduct this Election:

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

E. Approval of a Letter to be Sent to State and Federal Legislators to Consider Streamlining the Approval Process When Multiple Governmental Agencies are Required to Approve a Project

Director Larimer recommended at the May 2020 Board meeting that a letter be written to the District's State and Federal Legislators requesting that changes be made to approve procedures when approvals are required from multiple governmental agencies with overlapping concerns. Director Larimer prepared a letter that was approved the Board of Directors'. The letter will be mailed out by Ms. Rogren.

ON MOTION BY Director Coverdell and seconded by Mickelsen, the Board voted by roll call vote to approve sending a letter to State and Federal Legislators to consider streamlining approval processes when multiple governmental agencies with overlapping concerns are required to approve a project:

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 May 2020.

B. Water Resources Report

Ms. Brennan reported on WaterSense which is a voluntary partnership program sponsored by the U.S. Environmental Protection Agency (EPA). WaterSense-labeled products and services are certified to use at least 20% less water and save energy. In recognition of the District's efforts to promote WaterSense, the District received a certificate of appreciation.

8) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

Director Larimer would like to make Zoom meetings a regular permanent part of the Board meetings. President Mickelsen supported this idea.

There will be another Facilities Committee Meeting at the end of June.

9) **ADJOURNMENT**-The Board Meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors