

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

August 13, 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 and Vice-President Chris Mickelsen. Director Glenn Reynolds was absent.

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 July 31, 2019:
Claims: \$1,146,217.12; Payroll: \$127,490.75 for a total of \$1,273,707.87
- B. Acceptance of Financial Reports
- C. Approval of Minutes of July 9, 2019 Special and Regular Board of Directors Meetings
- D. Approval of Minutes of August 6, 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 - July 2019
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- J. Monthly Rainfall Reports
- K. S.F.P.U.C. Hydrological Reports for the months of June 2019 and July 2019
- L. Approve Revised Salary Schedule effective July 1, 2019

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

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Mickelsen briefly reported on a recent Bay Area Water Supply and Conservation Agency (BAWSCA) meeting, including an update on the Bay Delta Plan.

6) GENERAL BUSINESS

A. Pilarcitos Creek Crossing Water Main Replacement Project Award of Contract for Engineering Services with EKI Environmental and Water, Inc. for Preliminary Engineering Design

Mr. Derbin reviewed the background of this project, including staff's recommendation to authorize this project. Mr. Steve Tarantino, with EKI Environmental and Water, Inc., was present and provided clarification on the two options proposed and answered several questions from the Board.

ON MOTION BY Director Larimer 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 EKI Environment and Water Inc. (EKI) for preliminary engineering design services for the Pilarcitos Creek Crossing Water Main Replacement project for a not to exceed amount of \$104,600:

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

B. Approval of Professional Services Agreement with O'Dell Engineering to Provide Topographic and Boundary Surveying in Order to Prepare a Base Map for the Design of a Replacement Potable Water Pipeline Adjacent to Highway 92

Ms. Rogren explained that as part of EKI's Capital Improvement Project Management efforts, staff has asked EKI to assist the District in developing a plan for replacing the 12" welded steel pipeline that runs approximately 12,000 feet along Highway 92 and serves 49 services; a stretch of pipeline that is one of the oldest in the District. She pointed out the challenges of this pipeline replacement given the length of the pipeline, interference with other nearby utilities and the close proximity to a busy highway, and the need for the replacement to occur in

phases. Ms. Rogren stated that in order for the District to evaluate alternate approaches for replacement of the pipeline, topographic and boundary surveys, including aerial surveying, supported by ground surveying is necessary. Brief discussion ensued with Mr. Dickson answering several questions and providing additional details of the project.

ON MOTION BY Director Feldman 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 O’Dell Engineering to provide topographic and boundary surveying in order to prepare a base map for the design of a replacement potable water pipeline adjacent to Highway 92 in a not to exceed amount of \$77,000:

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

C. Notice of Crystal Springs Emergency Pump 1 Replacement and Approval of Purchase of Spare Pump

Mr. Derbin summarized the background and configuration of the pumps required for the operation of the Crystal Springs Pump Station and answered several questions from the Board members.

ON MOTION BY Director Feldman and seconded by Director Larimer, the Board voted by roll call vote to determine that waiving the competitive bidding requirements of Resolution 2016-09 and that contracting on a sole-source basis with Pump Repair Service to acquire a replacement spare pump for Crystal Springs Pump Station (CSP) # 1 (P1) is in the best interest of the District, and to authorize the General Manager to purchase the spare pump for approximately \$70,000 from Pump Repair Service Company:

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

D. Authorize Purchase of 100 Clow Wet Barrel Hydrants

Mr. Derbin reviewed the background and informed the Board that the District currently has approximately 700 hydrants throughout the distribution system and that the current Capital Improvement Program includes \$140,000 per year for dry barrel hydrant replacement through fiscal year 2023/2024. He explained that staff had learned of a recent price increase of \$735 per hydrant from the manufacturer, Clow, and is suggesting that the District purchase 100 hydrants before the increase

in price takes effect. He added that although staff will not be able to install 100 hydrants in this fiscal year, staff expects to meet or exceed the annual goal of 50 hydrant replacements.

ON MOTION BY Director Larimer and seconded by Vice-President Mickelsen the Board voted by roll call vote to authorize the General Manager to approve the purchase of 100 Clow 2065 bronze wet barrel hydrants for \$308,522:

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

E. Authorize Purchase of Three Fleet Trucks

Mr. Derbin recapped the status of the District's current fleet, recommending the purchase of three new replacement vehicles.

ON MOTION BY Director Feldman and seconded by Vice-President Mickelsen, the Board voted by roll call vote to authorize the General Manager to approve the purchase of three new replacement trucks for a total of \$81,702:

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

F. Appoint Agency Designated Representatives for Labor Negotiations between the District and the Candidate for the General Manager Position, an Unrepresented Employee

Mr. Miyaki summarized some of the legal requirements and recommended that the Board take action to designate and appoint the two Board members who will be responsible for labor negotiations between the District and the candidate for the vacant General Manager position.

Director Feldman volunteered to serve in this capacity, as did President Coverdell.

ON MOTION BY Director Larimer and seconded by Vice-President Mickelsen, the Board voted by roll call vote to appoint Director Feldman and President Coverdell as agency designated representatives for labor negotiations between the District and the candidate for the General Manager position, an unrepresented employee:

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

7) MONTHLY INFORMATIONAL REPORTS

A. Assistant General Manager

Ms. Rogren reported that in recent weeks PG&E has been doing extensive community outreach warning of possible power shutoffs during extreme fire danger conditions. She proceeded to review the steps that staff is taking to prepare for possible power outages, including arranging for temporary portable generators to be onsite, evaluating steps to take before an outage to maximize the District's water supply and developing customer outreach materials. This introduction led to extensive discussion among the Board and staff regarding planning and preparation and the impacts to District facilities with impending outages.

Ms. Rogren also advised that the District had just recently achieved a milestone with over 13% of the District's residential customers now signed up for the WaterSmart web portal and that since the rollout of WaterSmart in mid-2018, District Staff has alerted customers of over 1,100 possible leaks ranging from 7 to 300+ gallons per hour.

B. Superintendent of Operations

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

C. Water Resource Analyst Report

Following the discussion of the WaterSmart program, Ms. Brennan added that she felt a large part of the success of the program is due to the hard work and dedication from Vicki Heath, Customer Service Specialist II, who has been diligently working with customers to locate and identify potential leaks and realizing substantial water savings.

Ms. Brennan reported on updates to the voluntary monthly water conservation reporting to the State Water Resources Control Board (SWRCB), including a draft proposal for the mandatory monthly water conservation that may include fourteen items to be included in the monthly reporting. She advised that with the District moving to converting to monthly billing and the recent installation of advanced metering, there should be no barriers with meeting the new monthly reporting requirements by April 1, 2020.

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

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

There was a brief break provided at 8:15 p.m. to clear the Board room to prepare for discussion of the Closed Session agenda items. The Board convened into closed session at 8:22 p.m.

9) **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**

10) **RECONVENE TO OPEN SESSION**

The Board reconvened into open session at 10:02 p.m.

The open session report for item 9.A was "No action was taken in the closed session."

The open session report for item 9.B was "The Board gave direction to the agency designated representatives."

9) **ADJOURNMENT -** The meeting was adjourned at 10:03 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors