

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

January 12, 2021

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 January 12, 2021 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 Glenn Reynolds called the meeting to order at 7:00 p.m. participating in roll call via Zoom Video Conference: Directors John Muller, Ken Coverdell, Chris Mickelsen and Vice President Bob Feldman.

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

Jeff Palmer, Supervisor, Fedak & Brown LLP, was identified as a participant in the meeting.

Members of the public: David Dickson.

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT – There were no public comments.

4) CONSENT CALENDAR

A. Approval of disbursements for the month ending December 31, 2020:

Claims: \$833,529.93; Payroll: \$175,499.03 for a total of \$1,009,028.96

B. Acceptance of Financial Reports

C. Approval of Minutes of December 8, 2020 Regular Board of Directors Meeting

- D. Approval of Minutes of December 22, 2020 Special Closed Session Meeting of Board of Directors
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report-December 2020
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. SFPUC Hydrological Report for the Month of November 2020
- K. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ending 2019-2020
- L. Water Service Connection Transfer Report – December 2020

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

Amendments to item A and item C:

Item A. In the January 12, 2021 Agenda it stated Vice-President Feldman reviewed the December monthly financial claims when it was President Reynolds who reviewed the claims.

Item C. Director Coverdell said that in the December 8 Board meeting, under the Special Order of Business, it should state the Directors who took the Oath of Office were appointed, not re-elected, to their positions. Directors Coverdell, Reynolds and Muller ran unopposed and therefore were appointed, in lieu of election.

- A. **ON MOTION BY Director Mickelsen and seconded by Vice-President Feldman, the Board voted by roll call vote to approve the Consent Calendar with the amendments to item A. Approval of disbursements for the month ending December 31, 2020, to reflect President Reynolds had reviewed the December financial claims not Vice-President Feldman as was original stated in the January 12, 2021 Agenda and amendment to item C. Approval of Minutes of December 8, 2020 Regular Board of Directors Meeting to reflect under the Special Order of Business, that the Directors who took the Oath of Office were appointed in lieu of election.**

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

Director Coverdell reported on the snowpack being thin at very high elevations in the Central Sierras.

6) GENERAL BUSINESS

A. Coastside County Water District Basic Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2020

Ms. Rogren introduced Jeff Palmer, with Fedak & Brown LLP, the District's Independent Auditor. Mr. Palmer gave a presentation, detailing the audit standards including assessing the District's internal controls, agreeing with balances to support documentation and to perform analysis of key relationships. He reported the results, an unmodified "clean" opinion with regards to the financial position of the District in all material respects. Mr. Palmer reported that based on the findings of their audit, no material weaknesses within the District's internal control structure were identified. He also summarized the communication to the governing board and reviewed the financial highlights in terms of assets, liabilities, and the District's net position, and answered a few questions from the Board.

ON MOTION BY Vice-President Feldman and seconded by Director Mickelsen, the Board voted by roll call vote to accept the Coastside County Water District Basic Financial Statements and Independent Auditor's Report for Fiscal Year Ended June 30, 2020.

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

B. Quarterly Financial Review

Ms. Rogren referenced the Period Budget Analysis and summarized the year-to-date revenue and expenses for the first six months of Fiscal Year 2020-2021. She reviewed the key highlights including the year-to-date total revenue being \$562,000 above budget and total expenses being \$252,000 or 4.8% below budget. Ms. Rogren also recapped the Capital Improvement Projects, noting that for the first six months of the 2020-2021 Fiscal Year, the District spent \$2,156,000 in Capital Improvement Projects.

C. Review District Board Committees. Consider and Approve Appointments of Board Members to the Coastside County Water District Board Committees, and Appointment of District Representatives to External Organizations and Associations. Consider and Approve Establishment of New Advisory Committees(s) and External Organization Representative (s).

President Reynolds opened the discussion asking for input on what committees each Board member would be interested in sitting on. Discussion ensued about the purpose and function of each Board Advisory Committee and each director's interest in the 2021 Board Committees and assignments of District representatives to external organizations.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to approve the 2021 District Board Committees and assignment of District representatives to external organizations and associations, with the updated changes to include: 1) Director Muller to serve on the District's Human Resources Committee with Director Feldman; 2) Directors Coverdell and Muller to serve on the District's Recycled Water Advisory Committee; 3) the establishment of a new Urban Water Management Plan Advisory Committee, and Directors Mickelsen and Feldman to serve on this committee; 4) the disbandment of the Montara Water & Sanitary District Mutual Interest Advisory Committee; 5) Director Feldman to serve as the District representative both to the Association of California Water Agencies (ACWA) and to the ACWA Joint Powers Insurance Authority (ACWA/JPIA); 6) Director Muller to serve as the District representative to the California Special District Association (CSDA); 7) and President Reynolds to serve as the District representative to the American Water Works Association (AWWA.) .

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

D. Appointment of CCWD Board Member Representative Alternative(s) to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers.

President Reynolds reminded the Board that this is an annual exercise where the District designates each of the other members of the Board as an alternate to participate in LAFCo's election of officers if the Board President is not available.

ON MOTION BY President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to appoint CCWD Board Member Representative alternative(s) by name: Vice-President Feldman, and Directors Coverdell, Mickelsen, and Muller to participate in San Mateo Local Agency Formation Commission (LAFCo) election officers.

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

E. Future Strategic Planning Workshop

The President and several Directors have expressed interest at recent Board meetings to have a strategic planning session in the near future. The last Strategic Planning and Priority Setting Workshop with the District's Board occurred in March 2017. The top priorities identified by the Board at that session primarily focused on long range water supply planning. A discussion ensued around when to have the next workshop. Due to COVID-19, it makes meeting in person difficult. The Board agreed to revisit this at the next meeting.

F. Approve the Extension of Certain COVID-19 Related Temporary Employee Benefits Set Forth in the Families First Coronavirus Response Act Through June 30, 2021

In March 2020, the Federal government enacted the Families First Coronavirus Response Act (FFCRA) which required the District to provide its employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The provisions of the FFCRA applied through December 31, 2020 and included 80 hours of COVID-19 related emergency paid sick leave. The extension would grant the District employees six more months to use the 80 hours of COVID-19 related sick leave originally provided under the FFCRA.

ON MOTION BY Director Muller and seconded by Vice-President Feldman, the Board voted by roll call vote to approve the extension of the period during which employees may take paid leave for certain COVID-19 related reasons, similar to paid leave benefits as provided by the District in accordance with the Families First Coronavirus Response Act (FFCRA), through June 30, 2021. The six-month extension does not expand the 80 hours of Emergency Paid Sick Leave but does grant District employees six more months to use the original 80 hours provided under the FFCRA.

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

7) MONTHLY INFORMATION REPORTS

A. General Manager's Report

Ms. Rogren briefly highlighted BAWSCA's interests in the proposed Tuolumne River Voluntary Agreement.

B. Superintendent of Operations Report

Mr. Derbin summarized operations highlights for the month of December 2020.

C. Water Resources Report

Ms. Brennan explained the District is required to notify the city and the county within our service area that the District will be reviewing the Urban Water Management Plan (UWMP) and considering amendments or changes. This must be done at least 60 days prior to the public hearing.

8) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

President Reynolds wanted to know how the District was resolving the non-payment of services from customers and suggested this as a possible agenda item for next month.

9) ADJOURNMENT-The Board Meeting was adjourned at 8:43 p.m.

Respectfully submitted,



Glenn Reynolds, President
Board of Directors



Mary Rogren, General Manager
Secretary to the District