

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

March 9, 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 March 9, 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.

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, 2021:
Claims: \$442,994.44; Payroll: \$179,051.23 for a total of \$622,045.67
- B. Acceptance of Financial Reports
- C. Approval of Minutes of February 9, 2021 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-February 2021

- 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 January 2021
- J. Approval for Vice-President Feldman to attend the Association of California Water Agencies (ACWA) Virtual Spring Conference May 12-May 13, 2021
- K. Acceptance of Subdivision Utility System Carnoustie Subdivision Phase 4 Carnoustie LLC
- L. Water Service Connection Transfer Report – February 2021

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

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

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

Vice-President Feldman asked if the District would achieve the Capital Improvement Program (CIP) Plan for Fiscal Year 2020-2021. Ms. Rogren confirmed that some projects will be delayed and that approximately 60-70% of the projects would be completed this fiscal year.

Director Mickelsen informed the Board that Steve Richie from SFPUC was optimistic that Hetch Hetchy would fill.

President Reynolds stated he was working with a local community water system south of town and that they had a third of their annual winter water flow.

Director Coverdell commented on the snowpack in the Sierras being moderate at best.

6) GENERAL BUSINESS

A. Appointment of Director to the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA)

The four-year term of Director Chris Mickelsen on the Boards of Directors of BAWSCA and RFA will end on June 30, 2021.

ON MOTION BY President Reynolds and seconded by Director Muller, the Board voted by roll call vote to reappoint Director Mickelsen of the Board of Directors to serve on the Boards

of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Regional Water System Financing Authority (RFA).

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

B. Rental of a Green Climber Slope Mower

Mr. Derbin described the Green Climber Slope Mower the District would like to rent and the benefits and safety aspects of the mower. The District currently maintains 40 acres of open land that requires annual mowing and clearing. The Green Climber is a tracked remote controlled slope mower that can safely clear slopes up to 60 degrees. The rental amount is \$15,000/month for 4 months with the option to purchase after the rental period. After the end of the rental period and assuming the evaluation is favorable, Staff will seek approval to exercise the purchase option at a future Board meeting.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to rent a Green Climber Slope Mower and trailer from the Jesse Mack Company, for a rental amount of \$15,000/month for 4 months (\$60,000 plus shipping of \$4000) with a purchase option.

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

C. Approval of Resolution No. 2021-01 Adopting a Records Retention Schedule and Authorizing Destruction of Certain Agency Records and Rescinding Resolution No. 2006-11.

Ms. Rogren summarized the District's need to adopt a new Records Retention Schedule and explained that the old Retention Policy adopted in 2006 is outdated. The new Records Retention Schedule would ensure that retention periods reflect changes in the law and will reduce current and future records storage cost, eliminate duplication of efforts, increase efficiency, and take advantage of current technology.

ON MOTION BY Director Muller and seconded by Vice-President Feldman, the Board voted by roll call vote for the approval of Resolution No. 2021-01 (Exhibit A) adopting a Records Retention Schedule and authorizing destruction of certain agency records and rescinding Resolution No. 2006-11 (Exhibit B.)

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

7) MONTHLY INFORMATION REPORTS

A. Superintendent of Operations Report

Mr. Derbin summarized operations highlights for the month of February 2021.

B. Water Resources Report

Ms. Brennan summarized the water resources report. San Francisco Public Utilities (SFPUC) has launched a redesign of its website to provide a better customer experience. The new website is SFPUC.org. Staff received an update on the water supply and hydrological conditions from SFPUC on March 4th. It is expected that Hetch Hetchy Reservoir will fill with the existing snowpack based on the March survey, however it is not known if all the Regional Water System's reservoirs will fill. SFPUC will provide an update to the wholesalers in April and they are not asking for mandatory or voluntary water rationing at this time.

8) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS


President Reynolds sits on the Backflow Committee for the State program and he shared comments on the draft law that the State has been working on over the past four years. President Reynolds noted that the current backflow policy the District has in place should be well aligned with the new law.

9) ADJOURNMENT-The Board Meeting was adjourned at 7:48 p.m.

Respectfully submitted,



Glenn Reynolds, President
Board of Directors



Mary Rogren, General Manager
Secretary to the District