

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**April 13, 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 April 13, 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 7:03 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, Catherine Groves, 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 March 31, 2021:  
Claims: \$468,103.96; Payroll: \$173,649.16 for a total of \$641,743.12
- B. Acceptance of Financial Reports
- C. Approval of Minutes of March 09, 2021 Regular Board of Directors Meeting
- D. Approval of Minutes of March 26, 2021 Special Closed Session Meeting
- E. Installed Water Connection Capacity and Water Meters Report

- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report-March 2021
- 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 February 2021
- K. Water Service Connection Transfer Report – March 2021

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

**A. ON MOTION BY Director Muller and seconded by Vice-President Feldman, 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**

Director Muller attended the Human Resources Committee Meeting and reported there were no actions taken at the meeting.

President Reynolds informed the Board he had the opportunity to survey several coastal reservoirs via the air and noted how low they were.

**6) GENERAL BUSINESS**

**A. Quarterly Financial Review**

Ms. Rogren began her presentation by summarizing the year-to-date revenue and expenses for the first nine month of the Fiscal Year 2020-2021. She highlighted the total revenue was \$680,000 above budget and the total expenses at \$316,000 were below budget. Ms. Rogren summarized the year-to-date amount spent on the Capital Improvement Program (CIP) and outlined project delays.

Director Coverdell expressed concern over the growing accounts receivable due past due accounts. Director Coverdell suggested possibly issuing a mechanic's lien on parcels (to make a claim at the closing of a property sale) as a way for the District to collect their revenue.

## 7) MONTHLY INFORMATION REPORTS

### A. General Manager's Report

Ms. Rogren was pleased to announce that the District was awarded a grant of \$202,431 from the California Governor's Office of Emergency Services (Cal OES) under the Community Power Resiliency Allocation to Special Districts Program. The grant will be used to install a 5,000 gallon diesel fuel tank and 1,000 gallon unleaded fuel tank at the Nunes facility both for generator and critical infrastructure use. These additions will allow the District to operate 15-20+ days during a PSPS event or an emergency.

San Mateo County is in the process of updating its Local Hazard Mitigation Plan (LHMP) and the District has agreed to participate as a "Planning Partner" in the update process.

Ms. Rogren also mentioned the District had once again received a \$34,000 insurance refund (ACWA JPIA-Insurance Refund) from the Insurance Rate Stabilization Fund for keeping insurance claims low.

### B. Superintendent of Operations Report

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

### C. Water Resources Report

Ms. Brennan provided a Water Supply Update and noted that Hetch-Hetchy reservoir is expected to fill, however Bay Area reservoirs are not expected to fill. She informed the Board that SFPUC will provide an update in mid-April on the status of the regional water supply and whether or not voluntary or mandatory rationing will be necessary.

## 8) CLOSED SESSION - The Closed Session began at 7:45 p.m.

Pursuant to California Government Code Section 54957  
Threat to Public Services or Facilities  
Consultation with District Counsel

## 9) RECONVENE TO OPEN SESSION

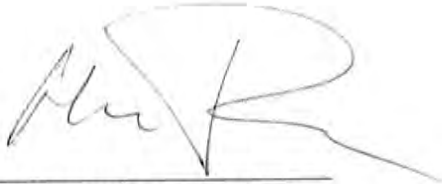
The Closed Session concluded at 8:26 p.m., and the Board reconvened to open session. Ms. Groves reported that the Board took no action.

## 10) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

There were no requested future agenda items from the Board members expressed.

## 11) ADJOURNMENT-The Board Meeting was adjourned at 8:26 p.m.

Respectfully submitted,



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Glenn Reynolds, President  
Board of Directors



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Mary Rogren, General Manager  
Secretary to the District