

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

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

**November 10, 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 November 10, 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 7:00 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; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager, Denise Ford, Administrative Assistant/Recording Secretary, and Nancy Trujillo, Accounting Manager.

Dave Irvine, Irvine Consulting, was identified as a participant in the meeting.

Members of the public: John Muller.

**2) PLEDGE OF ALLEGIANCE**

**3) PUBLIC COMMENT** – There were no public comments.

#### 4) CONSENT CALENDAR

- A. Approval of disbursements for the month ending October 31, 2020:  
Claims: \$1,313,010.45; Payroll: \$260,999.89 for a total of \$1,574,010.34
- B. Acceptance of Financial Reports
- C. Approval of Minutes of October 13, 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-October 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 September 2020
- J. Notice of Completion for Denniston Reservoir Maintenance Dredging Project for Year 2020
- K. Notice of Completion for Denniston Culvert Replacement and Paving Project
- L. Water Service Connection Transfer Report – October 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 Vice-President Reynolds, 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

Vice-President Reynolds reported that he attended a meeting of a CA-NV AWWA advisory committee that is providing guidance to the State Water Resources Control Board on its revisions to the State Cross Connection and Backflow program.

#### 6) GENERAL BUSINESS

**A. Resolution 2020-05 - A Resolution of the Board of Directors of the Coastside County Water District Expressing Appreciation to Jim Larimer for his Leadership and Dedicated Service**

Ms. Rogren expressed her appreciation and acknowledged Director Larimer for his numerous contributions to the District. Director Larimer originally served as a Director from November 2001 to November 2011 and then in March 2019, was once again appointed to service on the Board of Directors to fulfill the remainder of the term created by the resignation of Arnie Glassberg. Each of the Directors made a brief statement acknowledging the special attributes Director Larimer contributed to the District during his term.

**ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted by roll call vote to Approve Resolution 2020-05 expressing appreciation to Director Jim Larimer for his leadership and dedicated service.**

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

**B. Resolution 2020-06 - Resolution for Acceptance of Treasury Management Services with Tri Counties Bank and Related Actions**

The District originally contracted with First National Bank in November 2003 and then in July 2017, First National Bank was purchased by Tri Counties Bank. Tri Counties Bank requested that the District accept the Tri-Counties Bank Treasury Management Services Agreement and related actions in order to update the bank paperwork.

**ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to approve Resolution 2020-06 for accepting Treasury Management Services with Tri Counties Bank and related actions.**

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

**7) MONTHLY INFORMATION REPORTS**

**A. General Manager's Report**

Mr. Rogren proudly announced the District had been selected as a top ACWA 2020 Outreach winner for ACWA region 5. The District staff sent numerous letters to legislators on issues supported by ACWA and that impact the water community.

The District will be acknowledged with other regional winners at the ACWA 2020 Fall Virtual Conference in December.

**B. Superintendent of Operations Report**

Mr. Derbin reviewed the operations highlights for the month of October 2020.

**8) CLOSED SESSION**

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

Upon returning to open session it was reported that no action was taken in the closed session.

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

**10) ADJOURNMENT**-The Board Meeting was adjourned at 8:21 p.m.

Respectfully submitted,

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Mary Rogren, General Manager  
Secretary to the District

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Chris Mickelsen, President  
Board of Directors