

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

December 8, 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 December 8, 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 John Muller, 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.

**2) PLEDGE OF ALLEGIANCE**

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

#### 4) SPECIAL ORDER OF BUSINESS

**Correction:** The original minutes reflected the Directors were elected to their positions. The Directors were appointed in lieu of election because the Directors ran uncontested. The correct revision is stated below.

President Mickelsen administered the Oath of Office to newly appointed Directors, Glenn Reynolds, Ken Coverdell and John Muller.

#### 5) CONSENT CALENDAR

- A. Approval of disbursements for the month ending November 30, 2020:  
Claims: \$761,123.30; Payroll: \$173,375.04 for a total of \$934,498.34
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 10, 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-November 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 October 2020
- J. Water Service Connection Transfer Report – November 2020

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

**ON MOTION BY Vice-President Reynolds and seconded by Director Muller, the Board voted by roll call vote to approve the Consent Calendar:**

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

#### 6) MEETINGS ATTENDED/DIRECTOR COMMENTS

Director Feldman reported that he attended ACWA's 2020 Fall Virtual Conference. He highlighted some events of the conference, among them being the 2020 Top Outreach Agency Award for Region 5 that was given to the District.

Director Coverdell received a letter from Assembly Speaker Kevin Mullin, in which Speaker Mullin offered his assistance to our District in addressing water related issues.

**7) GENERAL BUSINESS**

**A. Election of Coastside County Water District Board President and Vice-President**

Nominations were opened by President Mickelsen, with Director Coverdell nominating Vice-President Reynolds to serve as the District's 2021 Board President, which was seconded by Director Muller. The nomination period was then closed.

Director Coverdell then nominated Director Feldman to serve as the District's Vice- President, which was seconded by Director Muller. The nomination period was then closed.

**ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted to elect Vice-President Glenn Reynolds to serve as the 2021 CCWD Board President; and**

**ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote for the nominated candidate, Director Bob Feldman, to serve as the 2021 CCWD Board Vice-President:**

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

**B. Approval of Coastside County Water District Response to Grand Jury Report Entitled "Ransomware: It Is Not Enough To Think You Are Protected"**

Ms. Rogren summarized the October 7, 2020 Grand Jury report that contains findings and recommendations including best practices for County agencies to consider when developing a cybersecurity strategy. Coastside County Water District along with 67 other County agencies are required to respond to the Grand Jury no later than January 5, 2021, and the response must be approved by the Board of Directors in a public meeting. District staff and legal counsel prepared a draft response that acknowledges the Grand Jury's findings, specifies that cyber security is important, and confirms that by November 30, 2020, the District has made a request for a confidential report from the District's IT consultants that addresses concerns included in the Grand Jury Report.

**ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted by roll call vote to approve Coastside County Water District's Response to the County of San Mateo Grand Jury Report Entitled "Ransomware: It Is Not Enough To Think You Are Protected".**

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

8) MONTHLY INFORMATION REPORTS

A. Superintendent of Operations Report

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

B. Water Resources Report

Ms. Brennan summarized the previous water year 2020 hydrologic conditions for the watersheds that the District relies on for water supply and the current water year 2021 conditions.

9) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

Director Muller suggested that the District consider sending a letter of appreciation to the SFPUC Acting General Manager, Michael Carlin and Assistant General Manager for Water Enterprise, Steven Ritchie for their continued support of the District.

10) ADJOURNMENT-The Board Meeting was adjourned at 7:45 p.m.

Respectfully submitted,



Mary Rogren, General Manager  
Secretary to the District



Glenn Reynolds, President  
Board of Directors