

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Monday, December 13, 2021**

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the Boardroom was not open to the public for the December 13, 2021, Special Meeting of the Board of Directors of the Coastside County Water District. The Special Meeting was conducted remotely via teleconference.

The Public was able to 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 9:00 a.m. participating in roll call via Zoom Video Conference: Directors John Muller, Chris Mickelsen and Vice-President Feldman. Director Ken Coverdell arrived at 9:07 a.m.

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

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **GENERAL BUSINESS**

**A. Authorize Entering into a Professional Services Agreement with Backstrom McCarley Berry & Co., LLC to Provide Municipal Advisory Services for a 2022 Tax-Exempt Financing Transaction**

Ms. Rogren reported that the District plans to obtain financing in order to fund the Nunes Water Treatment Plant Upgrade Project and other potential Capital Improvement Projects. In order to move forward with soliciting and evaluating financing options, the District must appoint a Municipal Advisor. On November 17, 2021, the Finance Committee met with Brant Smith, the managing director of Backstrom McCarley Berry & Co., LLC who provided an overview of the firm and financing options. The District used the services of Backstrom McCarley Berry & Co., LLC in its successful 2018 bond refunding.

**ON MOTION BY Director Muller and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with Backstrom McCarley Berry & Co., LLC to provide Municipal Advisory Services for a 2022 Tax-Exempt Financing Transaction in the amount of \$30,000 with the payment contingent on the successful closing of the Financing.**

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

**B. Consider and Reaffirm Resolution 2021-06 Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person**

Ms. Rogren summarized Governor Newsom’s Executive Order dated back on March 4, 2020, that declared a State of Emergency to exist in California because of the threat of COVID 19. The Executive Order N-29-20 suspended certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings remotely to help protect the spread of COVID-19 and to protect the health and safety of the public. On June 11, 2021, the Governor issued Executive Order N-08-21 which specified that Executive Order N-29-20 remain in effect through September 30, 2021.

On September 16, 2021, the Governor signed Assembly Bill (AB361) into law to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency after September 30, 2021. On October 8, 2021, the Board adopted Resolution 2021-06. Per AB361, the Board will need to consider and reaffirm the findings of Resolution 2021-06 monthly proclaiming that the State of Emergency continues to impact the ability of members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to reaffirm, by motion, Resolution 2021-06, Making Findings Pursuant to Assembly Bill 361 that the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person:**

Director Muller	Aye
Director Coverdell	Aye
Director Mickelsen	Aye

Vice-President Feldman                   Aye  
President Reynolds                         Aye

C. Authorize Entering into a Professional Services Agreement with Redistricting Partners, LLC for Redistricting Services to Adjust the Mapping of Electoral Zones Based Upon the 2020 Census Date

Ms. Rogren provided a brief background of the redistricting process. At the February 11, 2020 Board of Directors Meeting, the Board adopted Ordinance 2020-01 to change the Coastside County Water District's Electoral System from at-large to by-zone elections with respect to electing members of the Board of Directors, and to establish zone boundaries and sequencing of elections within the zone. These zones were established with the assistance of a demographer and utilizing the 2010 Census.

Every 10 years, and with the publication of the new Census, local governments that conduct elections by zones are to use new Census data to adjust their zone lines to assure all zones have nearly equal population. The population difference between each zone cannot be more than 10% between any two zones.

In their analysis of the 2020 Census data, Redistricting Partners, LLC has determined that the District has population variations exceeding 10% in 3 of the District's zones. The District must go through the process of redistricting including holding at least two public hearings, one on the proposal to adjust the zone boundaries, and one at which the Board will vote on the proposed adjusted zone boundaries. These zones must be adopted and sent to San Mateo County by April 17, 2022.

**ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a Professional Services Agreement with Redistricting Partners, LLC for Redistricting Services to adjust the mapping of the District's electoral zones based upon the 2020 Census data for a not to exceed amount of \$30,000:**

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

D. Waive the Procedural Requirements in the District's Policies and Procedures for Award of Contracts, and Authorize the General Manager to Enter into an Agreement with Andreini Bros, Inc. for the 2" Emergency Pipeline Replacement at Purisima Way

President Reynolds was not present for section D and E of the agenda.

Director Coverdell recused himself from participating in this agenda item due to a conflict of interest (his property is within 500 feet of the project). Director Coverdell suggested moving Agenda Item D to the end of the meeting so he could participate in the remaining agenda items. The Board voted on moving the agenda item.

**ON MOTION BY Vice-President Feldman and Director Muller, the Board voted by roll call vote to move Agenda item D to the end of the meeting due to Director Coverdell's conflict of interest.**

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

E. Consider Resolution 2021-09 Authorizing the Grant Application, Acceptance, and Execution for the Coastside County Water District Drought Resiliency Program

Ms. Rogren explained that staff has prepared a grant application for drought relief funds under the 2021 Urban and Multi-Benefit Drought Relief Grant Programs. As part of the application, the District must include a resolution authorizing the submission of the grant application, acceptance, and execution.

**ON MOTION BY Director Muller and seconded by Director Mickelsen, the Board voted by roll call vote to approve Resolution 2021-09 authorizing the grant application, acceptance, and execution with the California Department of Water Resources for the drought Resiliency Program:**

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

F. **Consider Resolution 2021-10 Authorizing the Adoption of the San Mateo County Multijurisdictional Local Hazard Mitigation Plan**

Ms. Rogren provided an overview of the 2021 San Mateo County Multijurisdictional Local Hazard Mitigation Plan (MJLHMP) and the Coastside County Water District Annex Plan section prepared by District staff. The Disaster Mitigation Act of 2000 requires that the MLHMP be updated every 5 years. Once the MJLHMP is adopted, the County and/or the District individually becomes eligible to apply for grant programs under FEMA's Hazard Mitigation Assistance program.

President Reynolds rejoined the meeting.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to approve Resolution 2021-10 authorizing the adoption of the San Mateo County Multijurisdictional Local Hazard Mitigation Plan (MJLHMP):**

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

G. **Nunes Water Treatment Plant Upgrades Project Update #4**

Mr. Derbin gave an update of the progress being made at the Nunes Water Treatment Plant. Major items of work completed in November 2021 included installation of rebar, formwork, and concrete placement for the new sedimentation basin walls, and successful completion of water tightness testing of the sedimentation basin.

5) **MONTHLY INFORMATION REPORTS**

A. **General Manager's Report**

Ms. Rogren recapped a few highlights for the month of November 2021. The District has been awarded a grant of \$28,224 from the State Water Resources Control Board Drinking Water Arrearages Fund (that was created to provide relief to customers with unpaid bills related to the pandemic.). Upon receiving the funds, the District will

credit past due customer accounts with balances outstanding for services from March 4, 2020 to May 31, 2021.

The District's website has recently been updated with a fresh look and feel, and staff has already received many compliments.

**B. Superintendent of Operations Report**

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

**H. Waive the Procedural Requirements in the District's Policies and Procedures for Award of Contracts, and Authorize the General Manager to Enter into an Agreement with Andreini Bros, Inc. for the 2" Emergency Pipeline Replacement at Purisima Way**

Director Coverdell recused himself from participating in this agenda item due to a conflict of interest (his property is within 500 feet of the project) and left the meeting.

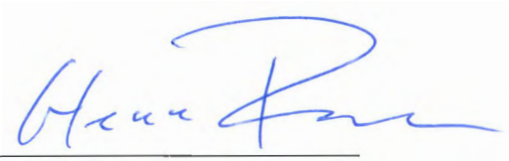
Mr. Derbin summarized the emergency pipeline replacement. The District had planned in its Capital Improvement Program to replace this pipeline in 2027. Given the numerous leaks in the last four months, a potential health and safety problem now exists that have made replacing this pipeline a matter of urgency. EKI Environment and Water, Inc. has prepared a design plan set and specifications for this work.

**ON MOTION BY Director Mickelsen and Vice-President Feldman, the Board voted by roll call vote to waive the Procedural Requirements in the District's Policies and Procedures for Award of Contracts, and Authorize the General Manager to Enter into an Agreement with Andreini Bros, Inc. for the 2" Emergency Pipeline Replacement at Purisima Way:**

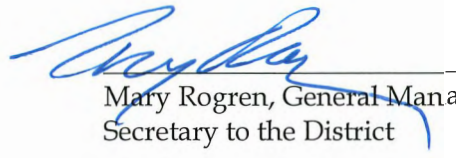
Director Muller	Aye
Director Coverdell	Absent
Director Mickelsen	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

6) **ADJOURNMENT**-The Board Meeting was adjourned at 10:01 A.M.

Respectfully submitted,



Glenn Reynolds, President  
Board of Directors



Mary Rogren, General Manager  
Secretary to the District