

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, December 14, 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 14, 2021, Regular Meeting of the Board of Directors of the Coastside County Water District. The Regular 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 7:02 p.m. participating in roll call via Zoom Video Conference: Directors John Muller, Ken Coverdell, Chris Mickelsen and Vice-President Feldman.

Also present: 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.

Members of the public: Michelle Dragony

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending November 30, 2021:  
Claims: \$1,057,642.70; Payroll: \$188,504.58 for a total of \$1,246,147.28
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 9, 2021, Regular Board of Directors Meeting
- D. Approval of Minutes of October 28, 2021
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report-November 2021
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports

- J. Notice of Completion – Denniston Reservoir Maintenance Dredging Project for Year 2021
- K. Notice of Completion – District Office Hardscape Renovation Project
- L. Water Service Connection Transfer Report – November 2021
- M. SFPUC Hydrological Conditions Report – October 2021
- N. SFPUC Hydrological Conditions Report - November 2021

Vice-President Feldman stated he had reviewed the monthly financial claims and found all to be in order.

Director Coverdell requested an explanation of the unmetered water column on the Monthly Production Report. President Reynolds suggested staff provide an explanation the next Board meeting.

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

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

**5) MEETINGS ATTENDED/DIRECTOR COMMENTS**

Vice-President Feldman reported on his attendance of the virtual ACWA Conference.

**6) GENERAL BUSINESS**

**A. District Transparency Certificate of Excellence awarded through the Special District Leadership Foundation**

Ms. Rogren summarized the overall purpose of the District Transparency Certificate of Excellence which is to promote transparency in the operations and governance of special districts to the public/constituents and to provide special districts with an opportunity to showcase their efforts in transparency. In October 2019 the District was awarded its first Certificate of Excellence for a period of two years. The District was awarded its second Certificate of Excellence in October 2021 after demonstrating completion a list of best practices, training and disclosure requirements, website updates and outreach programs. Ms. Rogren and the Board acknowledged all of staff's efforts in obtaining the District Transparency Certificate of Excellence.

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

Nominations were opened by President Reynolds, with Director Coverdell nominating Vice-President Feldman to serve as the District's 2022 Board President, which was seconded by Director Muller. The nomination period was then closed.

President Reynolds then nominated Director Muller to serve as the District's 2022 Vice- President, which was seconded by Director Mickelsen. The nomination period was then closed.

**ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted to elect Vice-President Bob Feldman to serve as the 2022 CCWD Board President; and**

**ON MOTION BY President Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to elect Director John Muller to serve as the 2022 CCWD Board Vice-President:**

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

**C. Water Shortage Advisory and Public Outreach Update**

Ms. Brennan provided a summary of the water shortage and public outreach activities. On November 23, 2020, the San Francisco Public Utilities Commission (SFPUC) declared a Water Shortage Emergency. This declaration triggers SFPUC to implement Tier 1 and Tier 2 water allocations as per the Water Supply Agreement with its wholesale customers. In December 2021, SFPUC will provide monthly Water Budgets to its wholesale customers, to become effective in January 2022. SFPUC will provide a monthly report to its wholesale customers showing compliance to the Water Budgets beginning in February 2022.

Ms. Brennan also reported that the State Water Resources Control Board (SWRCB) will consider a proposed resolution adopting emergency regulations on January 4, 2022.

**D. Proposed Water Shortage Contingency Stage Rates Discussion and Frequently Asked Questions**

Ms. Rogren reported that at the November 9, 2021 Board of Directors Meeting, the Board approved scheduling a public hearing on the proposed amendment to the District's Rate and Fee Schedule to add water shortage contingency stage rates and SFPUC pass-through wholesale water shortage rates or surcharges, and authorized the issuance of a notice of public hearing to be held at the January 11, 2022 Regular Board Meeting.

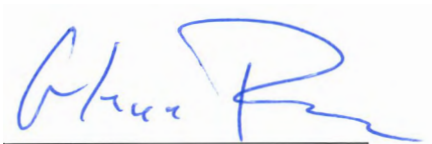
Since the issuance of the notice, there have been numerous questions asked of the District's customers. As a result, Staff put together a list of Frequently Asked Questions that have been posted on the website. A discussion ensued.

7) **DIRECTOR AGENDA ITEMS - REQUEST FOR FUTURE BOARD MEETINGS**

Vice-President Feldman thanked Denise Ford for her service as Administrative Assistant/Recording Secretary from May 2020 to December 2021. Vice-President Feldman also thanked President Reynolds for his service as President during calendar year 2021.

8) **ADJOURNMENT** - The Board Meeting was adjourned at 7:51 p.m.

Respectfully submitted,



Glenn Reynolds, President  
Board of Directors



Mary Rogren, General Manager  
Secretary to the District