

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 8, 2022

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 February 8, 2022, Regular Meeting of the Board of Directors of the Coastsides 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 Bob Feldman called the meeting to order at 7:02 p.m.
Participating in roll call via Zoom Video Conference: Directors Ken Coverdell, Chris Mickelsen, Glenn Reynolds and Vice-President Muller.

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resource Analyst; Nancy Trujillo, Accounting Manager and Lisa Sulzinger, Customer Service Specialist.

Also participating Joe Armenta, Redistricting Partners LLC; and James Wawrzyniak, Jones Hall; and Brant Smith, Backstrom McCarley Berry & Co.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments
- 4) **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 Reynolds and seconded by Vice-President Muller, the Board voted by roll call vote to 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":

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

5) PUBLIC HEARING

A. Redistricting Based on 2020 Census Data and Second Public Hearing on the Proposal to Adjust the Boundaries of the Zones

a. Presentation of Draft Map of Five Electoral Zones For Election of Members of the Board of Directors by Staff and Redistricting Partners LLC

Ms. Rogren provided background information regarding the redistricting process. At the February 11, 2020 Regular Board meeting, the Board adopted Ordinance No. 2020-01 approving the change from at-large to zone-based elections and adopting a map with five (5) zones derived from the 2010 census. The Election Code section 22000 et. seq. provides that following a decennial federal census, that the Board must adjust the zone boundaries should the deviation in population vary greater than 10% from the previous census. Because the deviation in population varied greater than 10% between the 2010 census and the 2020 census, the District must now adopt a new map.

Ms. Rogren also explained that the District held its first public hearing at a Special Meeting on Tuesday, January 25, at which three draft maps were presented. At the conclusion of the public hearing, the Board of Directors directed staff to post Draft Map A on the District's website. Mr. Joe Armenta from Redistricting Partners LLC, the District's demographer, provided an overview of redistricting principles and the Draft Map A.

b. Open Public Hearing 7:14 p.m.

- c. **Public Comments - There were no public comments.**
- d. **Close Public Hearing 7:15 p.m.**
- e. **Board Comments**

Vice-President Muller reiterated from Mr. Armenta's presentation that the Draft Map A prepared by the District's demographer with the adjusted boundaries satisfies the legal requirement of equal population among the zones and other accepted demographic principles and complies with both California and Federal Law.

- B. **Consideration of Resolution 2022-02 Approving the Adjusted Zone-Based Boundary Map for Election of Members of the Board of Directors Based on 2020 Census Data for Redistricting.**

ON MOTION BY Director Coverdell and seconded by Director Reynolds, the Board voted by roll call vote to adopt the Resolution 2022-02 Approving the Adjusted Zone-Based Boundary Map for Election of Members of the Board of Directors Based on 2020 Census Data for Redistricting.

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

6) CONSENT CALENDAR

- A. Approval of disbursements for the month ending January 31, 2022:
 Claims: \$888,520.48; Payroll: \$190,880.90 for a total of \$1,079,401.38
 ➤ *January 2022 Monthly Financial Claims reviewed and approved by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 11, 2022, Regular Board of Directors Meeting
- D. Approval of Minutes of January 25, 2022, Special Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report January 2022
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. SFPUC Hydrological Conditions Report - December 2021
- K. Notice of Acceptance - 226 Avenue Cabrillo Non-Complex Main Line Extension Project

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

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

7) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Mickelsen attended a BAWSCA Board Meeting, and noted that Dennis Herrera, the new General Manager of the SFPUC presented at that meeting. Glenn Reynolds stated that he gave a presentation at a recent Coastside One Water meeting.

8) GENERAL BUSINESS

A. Consider Resolution 2022-03 Authorizing the Financing of Capital Improvements to the Water System Via Entrance into a Loan Agreement, and Approving Related Documents and Actions

Ms. Rogren reported that the District is in the process of pursuing \$7 Million in financing for the upgrades to the Nunes Water Treatment Plant. On January 28, 2022, the District's Municipal Advisor, Backstrom McCarley Berry & Co ("Backstrom") sent a request for proposals and that proposals were due on February 11, 2022. The resolution authorizes the General Manager to choose the Lender and execute and deliver the Loan Agreement and related agreements necessary to complete the financing and subject to the parameters on the maximum size and interest rate set forth in the Resolution. The Resolution also provides for 1) the approval of the Loan and Loan Agreement; 2) designation of the loan agreement as "bank qualified" for purposes of Section 265(b)(3) of the Tax Code; and 3) authorization/ratification of the designation of Backstrom as the District's Placement Agent and Jones Hall as the District's Bond Counsel.

Brant Smith from Backstrom and James Wawrzyniak from Jones Hall answered questions from the Board.

ON MOTION BY Director Coverdell and seconded by Vice-President Muller, the Board voted by roll call vote to adopt Resolution 2022-03 Authorizing the Financing of Capital Improvements to the Water System Via Entrance into a Loan Agreement and Approving Related Documents and Actions.

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

B. Water Shortage Advisory and Public Outreach Update

Ms. Brennan reported that SFPUC provided its initial water supply availability estimate for this year on January 31, 2022. Conditions remain mixed given the wet October and December, but January 2022 turned out to be the driest January on record at Hetch Hetchy. The key critical date will be April 1, 2022 when the snowpack report is released. SFPUC's drought tracker shows that the Regional Water System fell short of meeting its goal of a 10% voluntary reduction in January 2022.

C. Authorize the General Manager to Enter in a Subscription Service Agreement for the Hach Water Information Management Solution (WIMS) Software and to Enter into a Professional Services Agreement with Hach for Implementation Services.

Mr. Derbin provided background regarding the need for the WIMS Software. Although the District's Operations database developed by staff in Microsoft Access in 2014 has served the District well, given the District's regulatory reporting and operational requirements, the District is in need of upgrading the Operations database to a fully supported, modern, centralized, and secure solution that integrates with SCADA and other District systems.

ON MOTION BY Director Reynolds and seconded by Vice-President Muller, the Board voted by roll call vote to approve the General Manager to Enter in a Subscription Service Agreement for the Hach Water Information Management Solution (WIMS) Software and to Enter into a Professional Services Agreement with Hach for Implementation Services:

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

D. Consider Resolution 2022-04 Approving Placing in Nomination John Muller as a Member of the Association of California Water Agencies Region 5 Board of Directors

The Region 5 Association of California Water Agencies (ACWA) Board of Directors is seeking candidates to fill one board vacancy for the 2022-23 term. Director Muller is interested in serving on the Region 5 ACWA Board and has placed his name in nomination.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to approve Resolution 2022-04 Approving Placing in Nomination John Muller as a Member of the Association of California Water Agencies Region 5 Board of Directors:

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

E. Nunes Water Treatment Plant Upgrades Project Update #6

Mr. Derbin gave an update of the progress made at the Nunes Water Treatment Plant during January 2022. Work continued on the sedimentation basin pouring concrete for the upper inlet and outlet channels; water tightness testing; soil backfill; and installation of storm drainage.

9) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

Ms. Rogren announced that the District had recently received the ACWA-JPIA President's Special Recognition Awards for achieving a low loss claims ratio in each of its Liability, Property, and Worker's Compensation programs.

B. Superintendent of Operations Report

Mr. Derbin summarized operations highlights for the month of January 2022.

C. Water Resources Report

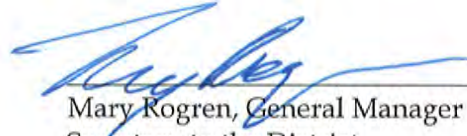
Ms. Brennan reported that the District received a letter from the California Department of Water Resources that affirms the District's 2020 Urban Water Management Plan is consistent with the statutory requirements.

10) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

None.

11) ADJOURNMENT - Meeting Adjourned at 8:06 p.m.

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District



Robert Feldman, President
Board of Directors