

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

April 14, 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 April 14, 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; Catherine Groves, Legal Counsel; James Derbin, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resource Analyst; and Gina Brazil, Office Manager.

No members of the public were identified as participants in the meeting.

- 2) **PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited by the meeting participants.
- 3) **PUBLIC COMMENT** - There were no public comments expressed at this time.
- 4) **CONSENT CALENDAR**
 - A. Approval of disbursements for the month ending March 31, 2020:
Claims: \$630,166.34; Payroll: \$165,014.17 for a total of \$795,180.51
 - B. Acceptance of Financial Reports

- C. Approval of Minutes of March 10, 2020 Special Board of Directors Meeting
- D. Approval of Minutes of March 10, 2020 Regular Board of Directors Meeting
- E. Approval of Minutes of April 3, 2020 Special Board of Directors Meeting
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report – March 2020
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- J. Monthly Rainfall Reports
- K. SFPUC Hydrological Report for the month of February 2020
- L. SFPUC Hydrological Report for the month of March 2020
- M. Notice of Completion – Stone Dam Project
- N. Approval of Updated Class Specification for the Administrative Assistant/Recording Secretary Position

Vice-President Reynolds 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 Feldman, the Board voted by roll call vote to approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

There were no reports of meetings attended or Director comments expressed.

6) GENERAL BUSINESS

A. Quarterly Financial Review

Ms. Rogren began her presentation by reviewing the operating revenue (water sales), and the non-operating revenue for the last nine-month period ending March 31, 2020. She additionally outlined the operating expenses, debt service and contributions to the Capital Improvement Program (CIP) and Reserves. Ms. Rogren summarized the year to date amount spent on the CIP and outlined the current outstanding projects.

B. Fiscal Years 2021-2022 and 2021-2022 Budget Process Timeline

Ms. Rogren referenced the April 3, 2020 Special CCWD Board meeting, at which time the Board made the decision to table the discussion of the proposed rate increase for three months, until July 2020, due to the current COVID 19 pandemic

and based on the uncertainty of the current economic situation in the nation and in the community, as well as the uncertainty of the ability to implement the plans for the District's Capital Improvement Program. Ms. Rogren advised that staff will be presenting updated drafts of the Fiscal Year 2020-2021 and the Fiscal Year 2021-2022 Operations and Maintenance Budgets and will recommend approval of the budgets at the June 9, 2020 Board Meeting and also will continue to provide updates to the budget process timelines.

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

Ms. Rogren reviewed some of the County, State, and Federal orders impacting the District and provided an update on the Covid 19 situation and the implementation of the District's Draft Covid 19 Risk Mitigation Plan. She also displayed the District's latest outreach materials in the form of a letter to Coastside County Water District's customers that was distributed on Friday, April 10, 2020, and advised the Board that Cathleen Brennan, the District's Water Resource Analyst, had prepared the letter and has been performing an exceptional job with the District's outreach activities.

Ms. Rogren also referenced the need for teleconferencing District meetings during the current pandemic, noting that the District is currently utilizing the services of Zoom Tele Conferencing, but that she may be exploring alternative platforms for future meetings.

B. Superintendent of Operations Report

Mr. Derbin summarized operations highlights for the month of March 2019.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requested future agenda items from Board members expressed.

9) ADJOURNMENT - The Board Meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors