

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

April 3, 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 3, 2020 Special Meeting of the Coastside County Water District. The Special 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 Videoconference 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 9:01 a.m. Participating in roll call via Zoom Videoconference: Directors Jim Larimer, Bob Feldman, and Vice-President Glenn Reynolds. Director Ken Coverdell joined the meeting at 9:05 a.m.

Also participating: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resource Analyst; and Gina Brazil, Office Manager.

Two members of the public participated in the meeting: David Dickson and Dave Olsen.

- 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) **SPECIAL ORDER OF BUSINESS**

A. Impact of Covid-19 on the District Operations

Ms. Rogren summarized the measures that the District has recently taken as a result of the COVID-19 pandemic. She reiterated that the District is fully

operational. Field crew members are working regular shifts, but generally work independently on projects around the District for social distancing purposes and as safety allows. The office staff is performing their functions with staggered hours in the office. Employees are encouraged to work from home whenever possible. She reported that with the assistance from Vice-President Reynolds, a Covid 19 Response and Risk Mitigation Plan has been prepared and is currently being implemented at a Risk Level 3. Ms. Rogren reported that District operations are being evaluated daily and that she has been working closely with Mr. Miyaki on all of the executive orders recently being issued by the State and County of San Mateo.

President Mickelsen stated that he and Vice-President Reynolds have been working with Ms. Rogren on a regular basis and that Ms. Rogren and District staff have been doing an exceptional job and that he has every confidence that the District's operations will continue to function at the highest level. Director Feldman agreed, stating that Vice-President Reynolds' outstanding advice has been invaluable and that he appreciated and was impressed with Ms. Rogren and the District staff's performance. Vice-President Reynolds noted that the District has acted very quickly and pro-actively and he also has the utmost confidence with the teamwork in the District's continuing operations.

B. Continued Discussion of Rate Planning Initiated at the March 10, 2020 Financial Planning and Rate Update Workshop

Ms. Rogren introduced this discussion by stating that a number of factors have changed since the March 10, 2020 Financial Planning and Rate Update Workshop and that she wanted to give the Board an opportunity to regroup and to continue discussion of the rates. She outlined some of the Board's options, including staying on the course established at the March 10, 2020 Board meeting and considering the issuance of the Proposition 218 Notice at the April 14, 2020 Board meeting with the effective date of the increase to be July 1, 2020, to postpone the discussions on the proposed increase to July 2020 with an effective rate increase date of October 1, 2020 or later, and/or considering a possible change to the percentage of the increase, including evaluating the impact on the Budget and Capital Improvement Program. Ms. Rogren proceeded to evaluate some of the budget risks and mitigation steps and reviewed the risks and concerns involving possible bad debt and potential drought risks to be considered by the District.

Board discussion ensued with respect to the proposed options and the potential short term and the long-term impacts of any revisions to the amount and timing of the rate increase. The Board agreed that an emphasis should be placed on establishing and distributing public outreach materials to reflect the Board's explanation of their concerns and compassion with regards to the proposed rate increase.

Director Feldman formed a proposed motion, which was seconded by President Mickelsen, followed by an invitation for public comments to be expressed.

Dave Olsen - commented that the approach that sets any rate increases and delay of implementation is a great idea.

ON MOTION BY Director Feldman and seconded by President Mickelsen, the Board voted by roll call vote to table 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 and the uncertainty of the ability to implement the plans for the District's Capital Improvement Program:

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

C. Potential Cancellation of April Regular Board of Directors Meeting

Ms. Rogren introduced and opened discussion of the potential cancellation of the April Regular Board of Directors meeting. Each of the Directors expressed their thoughts and concerns with potentially cancelling the meeting and after brief discussion, the Board provided input regarding not cancelling the April 14, 2020 Regular Board meeting and to keep it as scheduled, with the meeting to be conducted via Zoom Videoconference.

5) **ADJOURNMENT** - The Special Meeting was adjourned at 10:18 a.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors