

# PUBLIC MEETING MINUTES BOARD OF DIRECTORS REGULAR MEETING



**HELD ON:  
SATURDAY DECEMBER 17, 2022 | 9:30 AM (VIA ZOOM)**

**STINSON BEACH COUNTY WATER DISTRICT | PO BOX 245  
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*Due to the COVID-19 pandemic and in accordance with Assembly Bill 361, which modifies Government Code 54953, this meeting will be conducted by teleconference only. Members of the public may not attend this meeting in person; however, members of the public may join the meeting online at [www.zoom.us](http://www.zoom.us) and entering Meeting ID: 267 817 2914 with password: 868123. Alternatively, members of the public may join the meeting by telephone by calling (408) 638-0968 and entering Meeting ID: 267 817 2914 with password: 868123.*

## **A. CALL TO ORDER**

The meeting was called to order by Vice President Zell at 9:30 am.

Directors present: Jim Zell, Vice President  
Lawrence A. Baskin, Director  
Barbara Boucke, Director  
Sandra Cross, Director

Director absent: Morey Nelsen, President

General Manager: Kent Nelson

Executive Assistant: Marc Matheson

Guests: Rich Souza, CSW/Stuber-Stroeh  
Noadiah Eckman, Eckman Environmental Designs, Inc.  
Chris Reid, Verus Technology Solutions  
Elizabeth Chekouras, Verus Technology Solutions  
John Cropper, Cropper Accountancy Corporation

## **B. TELECONFERENCE AUTHORIZATION**

*Consider and reaffirm Resolution GB 2022-08 making findings pursuant to Assembly Bill 361 in order to hold a teleconference meeting during a proclaimed state of emergency.*

Director Baskin motioned for approval, which Director Cross seconded; the board voted unanimously for approval.

### **C. ADOPTION OF THE AGENDA**

Director Baskin motioned for approval, which Director Boucke seconded; the board voted unanimously for approval.

### **D. PUBLIC EXPRESSION**

Director Cross brought to the board's attention two articles in recent Association of California Water Agencies (ACWA) newsletters, the first of which noted \$200 million available for the use of recycled water (September issue, page 5.) The second article (October issue, page 5,) discussed California Senate Bill 1157's indoor water use efficiency standards. General Manager Nelson will investigate these leads and report back to the board.

### **E. PUBLIC HEARING**

1) *Recommend approval of Resolution WW 2022-18, granting a variance to the property located at 35 Laurel Avenue; Wendy Crowell, owner; account number 3120.* Engineer Souza initiated the discussion, noting the increase of habitable space through a Junior Accessory Dwelling Unit (JADU) and utilization of an existing wastewater system approved by the board in 2006. Wastewater Committee chair Cross affirmed the committee's approval and motioned for approval, subject to certain changes to the resolution, which motion Director Boucke seconded; the board voted unanimously for approval.

2) *Recommend approval of Resolution WW 2022-19, granting a variance to the property located at 12 Marine Way; Jonathan Callaghan, owner; account number 3880.*

Engineer Souza introduced the discussion, noting the utilization of and update to an existing drip dispersal system. Wastewater Committee chair Cross affirmed the committee's approval. Director Baskin motioned for approval, which Director Boucke seconded; the board voted unanimously for approval.

### **F. CONSENT CALENDAR**

1) *Approval of meeting minutes from the November 19, 2022 Regular Board Meeting.*  
2) *Approval of disbursements from October 17, 2022 through November 22, 2022.*  
3) *Approval of a \$250 charitable donation to the Stinson Beach Community Center.*  
Following discussion, Director Baskin motioned for approval, seconded by Director Boucke. The board voted unanimously for approval.

### **G. GENERAL BUSINESS FOR BOARD ACTION**

1) *Election of the Stinson Beach County Water District Board President and Vice President for calendar year 2023.*

Director Cross nominated Jim Zell as president and Barbara Boucke as vice president. Director Baskin motioned for approval, seconded by Director Cross. The board voted unanimously for approval.

2) *Recommendation for approval of the Phase 1 Information Technology Upgrade Implementation Agreement with Verus Technologies, in the amount not-to-exceed \$8,000.00.*

Following discussion with the Verus representatives, Director Baskin motioned for approval, seconded by Director Cross. The board voted unanimously for approval.

3) *Recommendation for approval of a monthly Information Technology Services Agreement with Verus Technologies, in the amount of \$1,882.12 per month.*

Following discussion, Director Baskin motioned for approval, seconded by Director Zell. The board voted unanimously for approval. Director Boucke requested a memo on further information technology proposals, which General Manager Nelson will provide.

4) *Recommendation for approval of Change Order 3 for the Stinson Gulch (Ranch Tank) Well Replacement project to WRA Environmental Consultants, in the amount of \$25,000.00.*

Board discussion centered on the proposed expense. The board approved estimated costs of \$15,000 for Task 7, Vegetation Management Plan, and Task 9, Project Management. The board tabled to the January meeting the optional Task 8, Vegetation Monitoring and Memorandum, estimated at \$10,000.

5) *Informational presentation by John Cropper on the progress of the FY 21-22 audit.* Mr. Cropper reviewed the state of the delayed 2021 audit, outlining his perspective on causes for the delay and a projected date for a draft audit, noting a mid-January internal deadline.

6) *Review and discussion of District finances for the month of November 2022.* General Manager Nelson reviewed highlights of current financial reports

#### **H. STAFF REPORTS FOR BOARD INFORMATION AND DISCUSSION**

- 1) *Water Operations Report*
  - a. *Current Operations and Maintenance*
  - b. *Treated Water Storage*
  - c. *Tiered Water Usage*
- 2) *Wastewater Operations Report*
  - a. *Current Operations and Maintenance*
  - b. *Failed Systems List*
- 3) *General Manager's Report*

Board discussion touched on progress with wireless *Eye on Water* endpoint communicator replacement and with available enforcement options regarding high water usage customers. A legal committee meeting with Hanson Bridgett will be scheduled to discuss the enforcement issue.

#### **I. ADDITIONAL BOARD DISCUSSION ITEMS**

- 1) *Discuss need for letter to Seadrift Association regarding localized flooding near 183-190 Seadrift Road.*

The board agreed that a letter should be sent.

- 2) *Discuss winter holiday staff appreciation.*

The board agreed to provide gift cards to the employees and to defer any gathering until spring or summer.

#### **J. COMMITTEE ACTIVITY**

- 1) *Members of the Board may report on their respective, currently assigned committees.*

None.

2) *Determine new committee assignments for calendar year 2023, by the incoming Board President.*

Incoming President Zell stated his preference to continue current committee assignments; the board agreed.

3) *Schedule future committee meeting dates and times.*

General Manager Nelson will draft a proposed schedule for the board's consideration.

#### **K. ADJOURNMENT**

There being no further business, Director Baskin motioned for adjournment, which Director Boucke seconded. The meeting adjourned at 12:23pm.

The next regular meeting of the Board of Directors will be held on January 21, 2023, commencing at 9:30 am, at the District's office located at 3785 Shoreline Highway, Stinson Beach, CA 94970. There will be no Zoom option for the January board meeting.