



## CONTRA COSTA WATER DISTRICT REGULAR MEETING

### AGENDA

**Wednesday, September 16, 2020 at 6:30 p.m.**

[Click Number to View Report](#)

**\*\*\* Held Via Teleconference \*\*\***

#### BOARD OF DIRECTORS

Lisa M. Borba, AICP  
PRESIDENT

Connstance Holdaway  
VICE PRESIDENT

Ernesto A. Avila, P.E.

Bette Boatman

John A. Burgh

#### GENERAL MANAGER

Stephen J. Welch, P.E., S.E.

***Pursuant to Governor Newsom's Executive Orders N-25-20, N-29-20 and N-33-20, this meeting may be conducted telephonically or by other electronic means. The District boardroom remains closed to the public at this time.***

***Directors and the public may participate in this open, public meeting remotely by calling (617) 829-7560 up to 10 minutes before the scheduled start time.***

**For a Meeting Participation Guide, go to the final page of this Agenda [[or click here](#)]**

*Members of the public may speak on any matter within the jurisdiction of the Contra Costa Water District: in person by filling out a speaker's card available at the Board Room entrance and giving it to the District Secretary; during the teleconference when comments are requested; or in writing/email sent to and received by the District Secretary by 4:30 p.m. on the meeting day to be read into the record (up to 3 minutes in length). Comments on matters not listed on the agenda will be taken during the "Public Comment" section of the agenda. Comments on matters listed on the agenda will be taken during consideration of that agenda item. The District Secretary may be contacted at (925) 688-8024; [mneher@ccwater.com](mailto:mneher@ccwater.com); or 1331 Concord Avenue, Concord, CA 94520.*

*Agendas, agenda-packet materials, and other supporting documents are available at: [ccwater.com](http://ccwater.com), 1331 Concord Avenue in Concord, or by calling the District Secretary. A fee may be charged for copies.*

*District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed for you to participate, please contact the District Secretary as soon as possible, but preferably at least two days prior to the meeting. Food will be available for staff and Board members during the hour before the Board meeting. If Board members are present, they will not discuss District business.*

#### **CALL TO ORDER**

#### **SAFETY BRIEFING**

#### **ROLL CALL**

#### **PLEDGE OF ALLEGIANCE**

#### **ADOPTION OF AGENDA**

#### **PUBLIC COMMENT (Please observe a three-minute time limit)**

*This section of the agenda is provided so that the public may express comments on any item within the District's jurisdiction not listed on the agenda. Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or follow Board procedures to direct staff to place a matter of business on a future agenda. The public may express comments on agenda items at the time of Board consideration, per Board President instructions.*

**CONSENT CALENDAR**

*The following items have been reviewed by the General Manager. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.*

1. Approve Directors' Services/Business and Travel Expenses
  - a. Future Services – September/October 2020
  - b. Expenses – August 2020
  - c. Compensation – August 2020
  
2. Approval of meeting minutes:
  - a. August 12, 2020
  - b. August 19, 2020
  
3. Approve the warrant register dated September 17, 2020.
  
4. Approve the terms and conditions of employment with Unrepresented employees, Confidential Unit employees, and the District Secretary for the term of October 3, 2020 through October 2, 2021, including a base salary adjustment of 3.0% effective September 21, 2020.
  
5. Authorize execution of an amendment to the Untreated Water Renewal and Replacement Study Agreement with Brown and Caldwell for the Los Vaqueros Reservoir Expansion risk assessment for an amount not to exceed \$78,000, for a revised total agreement amount not to exceed \$418,000.
  
6. Conduct the annual review of the District's Investment Policy as provided under Chapter 7.16 of the Code of Regulations pertaining to financial management.

**ACTION**

7. Request for Modified Pressure Service at 2640 Jones Road, Walnut Creek
  - a. Adopt Resolution No. 20-015 designating a Modified Pressure Service Area for 2640 Jones Road, Walnut Creek; and
  - b. Authorize conditional Modified Pressure Service agreements for the six proposed townhomes.
  
8. FY20 Year-End Financial Results and Reserve Allocations
  - a. Authorize a transfer of \$1.0 million from Unrestricted Reserves to the Drought Contingency Reserve;
  - b. Authorize transfer of \$380,000 from Unrestricted Reserves to the Los Vaqueros Reservoir Refill Reserve; and
  - c. Authorize a transfer of \$53,290 from the Emergency Response Reserve to Unrestricted Reserves.

9. Authorize execution of Amendment No. 2 to the consulting services agreement with Environmental Science Associates for Phase 2 Los Vaqueros Reservoir Expansion Project environmental planning services in an amount not to exceed \$410,000 for a revised total agreement amount not to exceed \$1,785,000.

**REPORTS FOR DISCUSSION**

10. Committee Report(s):
  - a. Joint Meeting of the Retirement Committee and Other Post-Employment Benefits Committee Post-Meeting Report (08/20/2020)
  - b. Finance Committee Post-Meeting Report (08/28/2020)
11. Schedule Future Meeting Dates and Times

**REPORTS**

12. General Manager
13. Legal Counsel
14. Board Members

**CLOSED SESSION**

15. Conference with Legal Counsel – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (one case).
16. Public Employee Performance Evaluation as allowed under Government Code Section 54957, Employee: General Manager.

**RECONVENE FROM CLOSED SESSION**

17. Report on closed session.

**ADJOURNMENT**

The next meeting of the Board of Directors will be a special meeting on Wednesday, September 23, 2020 at 6:30 p.m. and held via teleconference. The next regular meeting of the Board is on Wednesday, October 7, 2020 commencing at 6:30 p.m. and held via teleconference.

**September/October 2020**

California Special Districts Assn., Contra Costa Chapter	September 21 – 10:00 a.m.	Teleconference
Special Board Meeting	September 23 – 6:30 p.m.	Teleconference (617) 829-7560
Industrial Assn. Mayors' Forum	September 24 – 10:30 a.m.	Teleconference
Board Meeting	October 7 – 6:30 p.m.	Teleconference (617) 829-7560

***Note: This meeting schedule includes meetings where two or more members of the Board may be in attendance. The schedule may be changed without notice. For the latest information and agendas, contact the District Secretary at (925) 688-8024.***

### **Teleconference Participation Guide**

- Please call (617) 829-7560 to join the Board meeting, up to 10 minutes before the meeting start time of 6:30 p.m.
  - You will hear an informational recording welcoming you to the meeting
  - Disregard the request to announce yourself when you join the conference call
  - You will hear music while on hold until the meeting begins
  - Please do not place the call on hold
  - Place your phone on mute when you are not speaking to reduce background noise
  - Please call back by dialing the same number if you get disconnected
  - During the call you may hear several different teleconference announcements
  - There will be needed pauses during the meeting to allow for teleconference facilitation and participation
  
- During the meeting, you may hear an announcement: **“Muted.”** This is to prevent unintended background noises, such as dogs barking, sirens, etc., from disrupting the meeting. While the line is muted, you will still be able to hear the meeting. An announcement of **“Unmuted”** signals you are able to be heard by all participants.
  
- Public Comments: Written/emailed comments to be read into the record (up to 3 minutes in length) must be received by the District Secretary by 4:30 p.m. on the meeting day. There will be several opportunities to provide Public Comment during the meeting: Public Comment Section; Consent Calendar Section; and each Action Item. Depending upon the number of public in attendance, the Public Comments may be taken in one of two ways.
  1. The meeting facilitator will announce: **“Callers May Speak Freely.”** To provide your comment, you will need to take your phone off **“Mute.”** Please state your name, so the Board may personally address you and to allow for separation of Public Comments in the minutes; or
  2. **“Q&A” Session:** All callers are muted following the announcement: **“Q&A Session has started.”** Please follow the voice prompts after the announcement to be placed in the speaker’s queue. Comments will be taken in the order received. The prompts are:
    - **“To ask your questions, please press star 6 (\*6)”**
    - **“Press one (1) to add yourself to the queue”**
    - You should then hear the announcement: **“Your request has been received.”**
  - It is your turn when you hear the announcement: **“You may now ask your question.”**
  - Please state your name, so the Board may personally address you and to allow for separation of Public Comments in the minutes; indicate when your Comment is completed.
  - An announcement: **“Muted”** will acknowledge that your Public Comment has ended.
  - When there are no further Public Comments for the item, the Q&A Session will be closed with the announcement: **“Q&A Session is over”**
  
- If a Closed Session is included on the agenda, the teleconference will be placed on hold until the Board returns from Closed Session. You will hear music while on hold.

**Thank you for your patience. Your comments are appreciated.**