

**CONTRA COSTA WATER DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
JANUARY 19, 2022**

MINUTES

CALL TO ORDER

President Borba called to order a regular meeting of the Board of Directors of the Contra Costa Water District (District or CCWD) at 6:30 p.m., via teleconference.

SAFETY BRIEFING

General Manager Welch indicated a safety briefing was not necessary, as the meeting is being held telephonically.

ROLL CALL

Directors Present:	Lisa M. Borba, President Ernesto A. Avila, Vice President John A. Burgh Connstance Holdaway Antonio Martinez
Directors Absent:	None
General Manager:	Stephen J. Welch
Legal Counsel:	Douglas E. Coty
District Secretary	Veronica Sepulveda
Executive Management Analyst	Shelly Wise

PLEDGE OF ALLEGIANCE

President Borba led the pledge of allegiance.

ADOPTION OF AGENDA

The Board adopted the agenda by rule.

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

President Borba asked for public comment. Joe Kovalick, Diablo Water District Director, announced his return after a short hiatus due to meeting conflicts in November and December.

Robert Finnell, Orinda Resident, commented the Board meetings are exceptional; stated the protocols and communications to the public are astounding; and asked for clarification on the review process of the consent calendar items. President Borba responded items are provided to the Board in the agenda packet for review prior to the Board meeting and stated for more information on the agenda process, to contact Executive Management Analyst (EMA) Shelly Wise.

CONSENT CALENDAR

1. Approve Directors' Services/Business and Travel Expenses
 - a. Future Services – January/February 2022
2. Approval of December 15, 2021 meeting minutes.
3. Approve the warrant register dated January 20, 2022.
4. Authorize a conditional Modified Pressure Service Agreement with the owner of 1479 Coventry Road, Concord in compliance with the Code of Regulations.

5. Increase Authority and Budget for Premier Lab Solutions for COVID-19 Testing Program
 - a. Authorize a \$37,925 increase to the Premier Lab Solutions purchase order from \$100,000 to \$137,925.00; and
 - b. Authorize a budget transfer of \$151,345 from FY22 District Labor budget to Human Resources and Risk operating supplies and services budget.

President Borba asked the Board if any item should be removed from the Consent Calendar for separate consideration. There were no items removed. President Borba asked for Board comments; Vice President Avila stated the back flow prevention requirement for accessory dwelling units (ADU), in item four, was intriguing. Director Martinez also stated item four was intriguing and appreciated the report. There were no public comments.

MOTION: Martinez/Burgh to approve the Consent Calendar. The motion was approved by roll-call vote (Ayes: Avila, Borba, Burgh, Holdaway, Martinez; Noes: None; Abstain: None; Absent: None).

ACTION

6. Adopt Resolution No. 22-003, proclaiming the existence of a local emergency resulting from the COVID-19 pandemic.

General Manager Welch reported the proposed resolution is required following his authorization to activate the Emergency Operations Center (EOC) in response to the increasing number of COVID cases occurring within the District. Per day, approximately 2-4 individuals are reporting contraction of the illness and/or are required to quarantine. The District Center, Bisso Building, and Antioch Service Center are currently in outbreak status, as defined by Cal/OSHA. Employees have been ordered to work from home and work schedules were modified to allow for more separation. County statistics are showing COVID cases are at a decline; there is hope the District can return to normal status within the coming weeks. General Manager Welch will provide updates to the Board at each upcoming meeting.

President Borba asked for Board comments. Director Martinez expressed concern the District is running lean on employees, which could affect operations; he requested to have a larger discussion on resources at a future meeting. General Manager Welch stated the topic will be discussed at a future Board meeting and ensured there are staffing and services in place to continue providing safe and reliable water.

Director Holdaway and Director Burgh expressed support for the item.

Vice President Avila agreed with the comments made by Director Martinez; stated the Association of California Water Agencies (ACWA) continues to experience operational challenges due to COVID; and stated these affects within the District deserve more attention and should be discussed at a future Board meeting or Board Study Session.

President Borba expressed support and appreciation for the steps taken on this matter. President Borba asked for public comments; there were none.

MOTION: Avila/Holdaway to adopt Resolution No. 22-003, proclaiming the existence of a local emergency resulting from the COVID-19 pandemic. The motion was approved by roll-call vote (Ayes: Avila, Borba, Burgh, Holdaway, Martinez; Noes: None; Abstain: None; Absent: None).

7. Ratify actions taken and payments made after June 30, 2020 pursuant to the 2011 agreement and authorize execution of an agreement with HomeServe USA Repair Management Corporation (HomeServe) for Exterior Residential Service Line, Exterior Sewer Line, and Interior Plumbing and Drain Insurance Program service for an initial term of five years, with an option to renew for three additional five-year terms at the discretion of the District based on satisfactory performance of the Programs.

Customer Service Supervisor (CSS), Dominic DeBellis provided an overview of the agreement with HomeServe to propose a new five-year agreement with three optional five-year extensions. A review of the background of the contract process and service was reviewed. Since the program was implemented in 2011, customers have saved approximately \$1.8 million. Staff continues to consider other opportunities to provide additional policies for customers. An overview of each insurance coverage offered was provided. President Borba asked for clarification on responsibility for pipe damage in a right-of-way. CSS DeBellis responded the District is responsible for anything before the water meter/property boundary.

Director Martinez commented exterior sewer line repairs can cost up to \$50,000, if repairs are required to go out into the street; stated it is important to educate the customers on potential costs. CSS DeBellis responded information is provided to all customers when they sign-up for coverage.

HomeServe is responsible for all costs of the program, including printing and posting of three marketing materials sent to customers per year. The District receives ten percent of the premiums billed, and revenues are projected at \$180,000 per year. Revenues from this program help fund the Lifeline program.

President Borba asked for Board comments; Vice President Avila expressed appreciation for the program as a customer himself and recommended adding irrigation coverage to the program.

President Borba expressed appreciation for the program; stated she is a customer as well and having the extra coverage provides piece of mind.

Director Martinez asked if the program was available for untreated water customers. CSS DeBellis responded it is only available to treated water customers. General Manager Welch stated the municipal customers would need to individually decide to provide insurance to their untreated water customers.

President Borba asked for public comments. Mr. Kovalick responded Diablo Water District has an agreement with HomeServe.

MOTION: Burgh/Avila ratify actions taken and payments made after June 30, 2020 pursuant to the 2011 agreement and authorize execution of an agreement with HomeServe USA Repair Management Corporation for Exterior Residential Service Line, Exterior Sewer Line, and Interior Plumbing and Drain Insurance Program service for an initial term of five years, with an option to renew for three additional five-year terms at the discretion of the District based on satisfactory performance of the Programs. The motion was approved by roll-call vote (Ayes: Avila, Borba, Burgh, Holdaway, Martinez; Noes: None; Abstain: None; Absent: None).

REPORTS FOR DISCUSSION

8. Schedule Future Meeting Dates and Times

President Borba asked for Board comments; there were none.

REPORTS

9. General Manager

General Manager Welch had no report.

10. Legal Counsel

Legal Counsel Coty had no report.

11. Board Members

Director Burgh had no reports; recommended for everyone to stay safe during this time until the virus is banished.

Vice President Avila reported attendance to the Mayor's Conference on January 6; the Multi-State Salinity Board Meeting on January 9; Los Vaqueros Joint Powers Authority (JPA) Meeting, ACWA Region 5 Board Meeting, and Operations and Engineering Committee meeting on January 12; and suggested Director Martinez provide an update on the Energy Committee at a future ACWA Region 5 Board meeting.

Director Martinez stated he misses meeting in person; understands and appreciates the precautions taken to stay safe, while maintaining operations; and reported attendance to the East Bay Leadership Council Water and Environment Task Force on January 18 and provided a recap.

President Borba reported attendance to the Mayor's Conference on January 6; a meeting with Assistant General Manager Patil on January 10; meetings with the General Manager on January 11 and 18; and provided a recap of the January 12, JPA meeting.

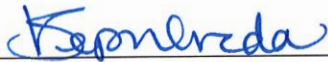
ADJOURNMENT

At 7:23 p.m. President Borba adjourned the meeting. The next regular meeting of the Board of Directors will be on Wednesday, February 2, 2022 commencing at 6:30 p.m. via teleconference.



Lisa M. Borba, President

Attest:



Veronica Sepulveda, District Secretary