



**Montara Water
and Sanitary District**
Serving the Community of Montara and Moss Beach

P.O. Box 370131
8888 Cabrillo Hwy
Montara, CA 94037-0131
t: 650.728.3545 • f: 650.728.8556

To sensitively manage the natural resources entrusted to our care, to provide the people of Montara - Moss Beach with reliable, high – quality water, wastewater, and trash disposal at an equitable price, and to ensure the fiscal and environmental vitality of the district for future generations. Be open to providing other services desired by our community.

AGENDA

District Board of Directors

March 18, 2021 at 7:30 p.m.

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED REMOTELY PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 TEMPORARILY SUSPENDING AND MODIFYING CERTAIN TELECONFERENCE REQUIREMENTS UNDER THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Directors, staff and the public may participate remotely via the application ZOOM:

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/86179614452?pwd=YkFkWm9lK3ArU2hrZUI4YVE0RXdEUT09>

MEETING ID: 861 7961 4452

Password: 725244

CALL IN PHONE NUMBER: +1 669 900 9128

INSTRUCTIONS for remote access are available at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. You also may view video during the meeting via live stream or after the meeting at <https://videoplayer.telvue.com/player/wuZKb9gwEY7sMACIIsr7VSJgIB35kNZA/stream/159?fullscreen=true&showtabssearch=false&autostart=false> . If you experience technical difficulties or have technical questions prior to or during the meeting, please contact MWSD's IT support at (650) 728-7843.
Note: Public participation is not permitted during closed session discussion items.

Public Comment

In accordance with the Government Code, members of the public may address the Board on specific agenda items when the matter is announced by the Board President. Any other item of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. A "raise hand" button available for every Zoom user can be used to alert the President of the intent to comment.

Public comment also may be submitted in writing (in accordance with the three-minute per speaker limit) via email to info@mwsd.net up to one-hour prior to the scheduled meeting time. Please indicate in your email the agenda item to which your comment applies. The District Clerk will read all comments into the record. Comments and materials related to an item on this Agenda submitted after distribution of the Agenda Packet are available in the District Clerk's office during normal business hours and may also be available on the District's web site (www.mwsd.montara.org) subject to staff's ability to post the documents before the meeting.

Upon request, this Agenda and written agenda materials will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or accommodation in order to participate in the public meeting should be emailed to info@mwsd.net or submitted by phone at 650-728-3545 at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, and local orders, the format of this meeting may be altered, or the meeting may be canceled. You may check on the status of the meeting by visiting the District's website at: <http://mwsd.montara.org> .

CALL TO ORDER
ROLL CALL
PRESIDENT'S STATEMENT
ORAL COMMENTS (Items other than those on the agenda)
PUBLIC HEARING (none)
CONSENT AGENDA (none)
OLD BUSINESS (none)
NEW BUSINESS

1. [Review and Possible Action Concerning 2019/2020 Grand Jury Report: "Ransomware: It Is Not Enough To Think You Are Protected"](#).

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Slater-Carter).
2. MidCoast Community Council Meeting (Slater-Carter).
3. CSDA Report (Lohman).
4. LAFCo Report (Lohman).
5. Attorney's Report (Fitzgerald).
6. Directors' Reports.
7. General Manager's Report (Heldmaier).

FUTURE AGENDAS

1. CSDA Transparency Certificate
2. Conflict of Interest Code Update

CONVENE IN CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code §54956.9(d)(1)

Case Name: *City of Half Moon Bay v. Granada Community Services District, et al.*
(Santa Clara County Super. Ct. No. 17CV316927)

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Gov. Code § 54956.9
(1 potential case)

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code § 54956.9
(1 potential case)

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

The District has a curfew of 10:30 p.m. for all meetings. The meeting may be extended for one hour by vote of the Board.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 18, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning
2019/2020 Grand Jury Report: "Ransomware: It
Is Not Enough To Think You Are Protected".**

The District received the San Mateo County Grand Jury Report on October 10, 2020. An additional letter requesting an initial response in accordance with penal code 933.05 was received on March 3, 2021. A board approved response is required to be sent no later than March 31, 2021. Staff prepared a draft initial response for the board's approval tonight.

An MWSD internal report is required to be completed by June 30, 2021.

The full Grand Jury report was distributed to the board for review on October 10, 2020 and can be found here:

www.sanmateocourt.org/documents/grand_jury/2019/ransomware.pdf

The District's IT manager Paul Kenna provided suggestions for the initial draft response and initiated the require internal MWSD report. Paul will be available to present this item and is also seeking a discussion with the board on how to best proceed to prepare the internal MWSD report.

RECOMMENDATION:

Approve the draft initial response to the Grand Jury Report and authorize the General Manager to send to the San Mateo Grand Jury. Discuss and direct staff to prepare the required internal MWSD report on ransomware.

Attachments



Montara Water & Sanitary District

Serving the Communities of Montara and Moss Beach

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Montara, CA 94037-0131

E-mail: mwsd@coastside.net

Visit Our Web Site: <http://www.mwsd.montara.com>

March 18, 2021

Via Email (grandjury@sanmateocourt.org)

The Honorable Danny Y. Chou
Judge of the Superior Court
c/O Jenarda Dubois
Hall of Justice
400 County Center; 2nd Floor
Redwood City, California 94063-1655

RE: Response to the 2019-2020 Grand Jury Report entitled “Ransomware: It Is Not Enough To Think You Are Protected.”

Dear Judge Chou,

The Montara Water and Sanitary District (MWSD) has received and reviewed the 2019-2020 Grand Jury Report entitled “Ransomware: It Is Not Enough To Think You Ate Protected.” We appreciate the Grand Jury’s interest in this matter. Having reviewed and Considered the Grand Jury’s Findings and Recommendations, the District responds below pursuant to section 933.05 of the California Penal Code.

MWSD presented the Grand Jury Report to its Board of Directors, and the District’s Board approved these responses, on March 18, 2021.

Findings

1. *Ransomware is a real and growing threat to public entities including those in San Mateo County*

MWSD agrees with this Finding

2. *Across the country, local governments and schools represent 12% of all Ransomware attacks*

MWSD lacks information to fully agree or disagree with this Finding however we recognize that local governments and schools are likely to be targeted by Ransomware attacks.

3. *The direct and indirect costs of Ransomware can be significant*

MWSD agrees with this Finding

4. *Cybersecurity reviews and assessments, and an updated, well-executed Cybersecurity plan, are critical components of IT security strategy.*

MWSD agrees with this Finding

5. *A comprehensive Cybersecurity plan should include at a minimum, information concerning prevention steps, spam and malware software, and backups and full recovery testing*

MWSD agrees with this Finding

6. *The identification of phishing attempts, including the use of spam filters, is an important component of protecting an IT system from Ransomware attacks.*

MWSD agrees with this Finding

7. *Testing a full restore of a server to ensure that backups are reliable should be undertaken regularly as part of an entity's backup plan to recover lost data.*

MWSD agrees with this Finding in principle but recognizes that regular full hardware restoration may be impractical due to hardware, logistical and budget restraints. Partial data only restores may be more appropriate.

8. *Training of new employees, and the recurring training of existing employees, is an important component of defense against Ransomware*

MWSD agrees with this Finding

Recommendations

1. *Each of the governmental entities in San Mateo County with an IT department or IT function (whether in-house, handled by another government unit or outsourced to a private enterprise) as listed in Appendix F, should by November 30, 2020, make a request for a report from their IT organization that addresses the concerns identified in the report, specifically:*
 1. *System Security (Firewalls, Anti-malware/Antivirus software, use of subnets, strong password policies, updating/patching regularly)*
 2. *Backup & Recovery (In the event of an attack, can you shut down your system quickly? What is being backed up, how it is being backed up, when are the backups run, and where are the backups being stored? Have backups been tested? Can you fully restore a Server from a Backup?)*
 3. *Prevention (turning on email filtering, setting up message rules to warn users, providing employee training on phishing and providing a reporting system to flag suspect content)*
2. *These confidential internal reports should be provided to the governing body by June 30, 2021. This report should describe what actions have already been taken and which will be given timely consideration for future enhancements to the existing cybersecurity plan.*

MWSD has implemented these Recommendation by requesting a confidential report which addresses the three concerns specifically identified above. The report will be provided to the governing board by June 30, 2021.

3. *Given the results of their internal reports, governmental entities may choose to request further guidance by means of a Cybersecurity review from the U.S. Department of Homeland Security and/or a cyber hygiene assessment from the County Controller's Office*

MWSD will implement this Recommendation if warranted based on the district's confidential internal report.

4. *Given the results of their internal reports, governmental entities may choose to ask their IT departments to review their own Cybersecurity Plan with the detailed template provided by the FCC's Cybersecurity Planning Guide and consider customizing it using FCC's Create Custom Cybersecurity Planning Guide tool (see footnote 52).*

MWSD will implement this Recommendation if warranted and appropriate based on the results of the District's confidential internal report.

Please do not hesitate to contact me if you have questions or require additional information.

Sincerely,

Clemens Heldmaier

General Manager

Montara Water and Sanitary District



2020-2021
Grand Jury
COUNTY OF SAN MATEO
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
(650) 261-5066; Fax (650) 261-5147
grandjury@sanmateocourt.org



February 22, 2021

Governing Board
Montara Water & Sanitary District
PO Box 370131
Montara, CA 94037

Dear Sir or Madam,

As you are aware, the 2019-20 Grand Jury's Report, "Ransomware: It Is Not Enough to Think You Are Protected" was issued on October 7, 2020. Pursuant to Penal Code Section 933.05, your Board's response to the findings and recommendations was due no later than January 5, 2021.

To date, the San Mateo County Superior Court has not received the above-referenced response from your Board/Council. Based on inquiries from other agencies received to date, the Grand Jury understands that some public entities were confused as to whether they were required to respond to the report. The purpose of this letter is to confirm that such response is, in fact, required by the aforementioned Penal Code. In light of the apparent confusion, however, the Grand Jury directs you to submit such response on or before March 31, 2021.

If you should have any questions or concerns pertaining to this report, feel free to reach out to me by phone at 650.261.5697 or by email at jdubois@sanmateocourt.org. Your understanding and cooperation is greatly appreciated.

Best regards,


Jenarda Dubois
San Mateo County Civil Grand Jury Coordinator