



**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**

**July 15, 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/87661224431?pwd=VWxvZ0Z3anlZYXloQUtoVWJKT241QT09>

MEETING ID: 876 6122 4431  
Password: 574154

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/wuZKb9gwEY7sMACIIsr7VSJglB35kNZA/stream/159?fullscreen=true&sho\\_wtabssearch=false&autostart=false](https://videoplayer.telvue.com/player/wuZKb9gwEY7sMACIIsr7VSJglB35kNZA/stream/159?fullscreen=true&sho_wtabssearch=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](mailto: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](http://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](mailto: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 Revised Policy Regarding Acquisition and Use of Electronic Readers.](#)

**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**

**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 Superior Court No. 17CV316927)

**CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION** Significant Exposure to Litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code § 54956.9 (2 potential cases)

**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: **July 15, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Revised Policy Regarding Acquisition and Use of Electronic Readers.**

---

In 2016 an electronic reader policy was introduced to improve services and at the same time increase internal efficiencies. The policy allows Board members and General Manager to purchase a tablet or laptop for exclusive District use. Board packets will be scanned in searchable PDF format, recent years board packets converted to searchable format, and packets presented in a user-friendly multi-link format that allows download of individual agenda items, avoiding paper copies. After 4 years the devices can be retired and a new device can be purchased.

The suggested update would increase the allowance from \$1,500 to \$2,500 to consider price increases in the past 5 years and also consider the price of the required service agreement for the time of use.

## RECOMMENDATION:

Adopt Resolution, next in order, Resolution of the Montara Water and Sanitary District Approving and Adopting Revised Policy Regarding Acquisition and Use of Electronic Readers.

Attachments

## RESOLUTION NO. \_\_

### RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND ADOPTING REVISED POLICY REGARDING ACQUISITION AND USE OF ELECTRONIC READERS

**WHEREAS**, the Montara Water and Sanitary District Board previously approved and adopted Resolution No. 1600 establishing a Policy ("the Policy") relating to the acquisition and use of portable electronic readers ("Devices"); and

**WHEREAS**, the Devices are capable of receiving, storing and transmitting numerous large and bulky written documents, graphics and pictures (collectively, "Documents") including, without limitation, Montara Water and Sanitary District Board and committee meeting Agenda Packets; and

**WHEREAS**, the business of the District requires extensive communication between the General Manager and Board Members that includes such Documents; and

**WHEREAS**, use of Devices for storing, transmitting, viewing and using Documents in lieu of paper or other hard copy forms would provide efficiencies and economies in conducting the business of the District; and

**WHEREAS**, this Board has been presented with and has reviewed certain revisions to the Policy and desires to amend the Policy in order to achieve the aforesaid efficiencies and economies and to facilitate the business of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT, A PUBLIC AGENCY IN THE COUNTY OF SAN MATEO, CALIFORNIA, AS FOLLOWS:**

1. Revision "A" to that certain policy entitled, "Montara Water and Sanitary District Policy Regarding Acquisition and Use of Electronic Readers," a copy of which is on file in the Administrative Offices of the District, to which copy reference is hereby made for the full particular thereof, is hereby approved and adopted.

2. The General Manager is hereby authorized and directed to implement

the provisions of the aforesaid Policy.

3. This Resolution and said Policy shall become effective upon the date of adoption.

\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 15<sup>th</sup> day of July 2021, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

# Montara Water and Sanitary District

## Policy Regarding Acquisition and Use of Electronic Readers

(Revision "A", adopted July 15, 2021)

Purpose. The purpose of this Policy is to provide for the acquisition and use of electronic readers, accessories and related support and service plans (collectively, "Devices") by the Montara Water and Sanitary District ("MWSD") Board Members and General Manager to achieve economies and efficiencies by reducing reliance on paper or other hard copy forms of written, graphic or pictorial communications (collectively, "Documents").

Eligibility. This Policy applies to MWSD Board Members while holding office and the duly appointed General Manager ("Participants").

Acquisition. The Participants may purchase Devices of their own preference that conform to the minimum requirements and specifications of this Policy and apply for reimbursement of the cost thereof in an amount not to exceed Two Thousand Five Hundred Dollars (\$2,500.00) ("Reimbursement Amount"). The Reimbursement Amount shall be inclusive of the required service and support agreement described in this Policy. Application for the Reimbursement Amount shall be supported by a receipt or receipts for the purchase(s) and evidence of the service and support agreement. Copies of the receipt(s) and the service and support agreement shall be retained by MWSD for the Term of MWSD's ownership specified below.

Ownership. Upon reimbursement to each Participant of the Reimbursement Amount, ownership of the Device purchased by the Participant shall vest in MWSD and remain the property of MWSD during the Term thereof.

Minimum Requirements. The Devices shall conform to the following minimum technical requirements for the listed specifications, which are not all inclusive: (i) Wi-Fi capability; (ii) 16 GB capacity; (iii) Viewable document types: .doc, docx, .jpg, .tiff, .htm and .html (web pages); .key (Keynote); .numbers (Numbers); .pages (Pages); .pdf (Preview and Adobe Acrobat); .ppt and .pptx (Microsoft PowerPoint); .txt (text); .rtf (rich text format); .xis and .xlsx (Microsoft Excel); (iv) latest operating system. Additionally, the weight and size of the Devices shall be such that they shall be readily portable.

Service/Support. In connection with the purchase of a Device and in addition to the standard warranty accompanying the Device, the Participant shall also obtain a service and support agreement, payable in full at the time of purchase, that, as a minimum, covers hardware repairs and replacements, accidental damage, and technical support. The agreement shall provide a minimum of two (2) years' coverage.

Term. MWSD's ownership of each Device shall expire after two (2) years from the date of purchase, at which time the Device shall be deemed surplus and the General Manager may dispose of the Device in accordance with MWSD's policy and practice for disposition of personal property that has reached the end of its useful life. A Participant may request reimbursement in accordance with this Policy for a new Device upon expiration of four (4) years from the date of purchase of a Device for which the Term has expired.

Use. The Participants shall use the Devices primarily for MWSD business including, without limitation, downloading and viewing Board Agenda packets and other bulky e- documents transmitted from or to MWSD. To the extent reasonably practicable, they shall be used to facilitate participation at Board, committee and other MWSD business meetings and conferences. In accordance with the purpose of this Policy, the Participants shall, to the maximum extent practicable, use the Devices in lieu of paper or other hard copy formats. Further, at any time during a meeting of the Board of MWSD, MWSD Board Members shall not use the Devices to communicate with a majority of the MWSD Board members in a manner that cannot be observed by the public in violation of the Brown Act.

Security. The Participants shall be responsible for maintaining communications to and from MWSD separate and apart from all non-MWSD communications. The Participants shall establish a personal password for access to the contents of their Device. Confidential and sensitive matters shall be so labeled or placed in folders so labeled. The Participants shall exercise caution and care in transporting and using the Devices so as to minimize opportunities for theft, damage or the necessity for repairs or technical support. Participants shall strictly adhere to the terms and conditions of the service and support agreement pertaining to their Device. Failure to comply with the requirements of the security provisions of this Policy may, at the discretion of the General Manager, result in denial of reimbursement for a replacement or new Device.