

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, December 9, 2025**

The Public was able to participate in the public meeting by joining the meeting in person or through the Zoom Video Conference link provided. The public was also able to join the meeting by calling a provided teleconference phone number.

- 1) **ROLL CALL** – President Reynolds called the meeting to order at 6:00 p.m. Present at roll call in person in the Board room: Vice President Bob Feldman, Director Ken Coverdell, Director Chris Mickelsen, and Director John Muller.

Also present: Mary Rogren, General Manager, Jeffrey Schneider, Asst. General Manager Finance/ Administration, Patrick Miyaki, Legal Counsel, Gina Brazil, Administrative Services Manager, Darin Sturdivan, Water Distribution Operations Manager, Sean Donovan, Water Treatment Plant Operations Manager, and Lisa Sulzinger, Administrative Analyst

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** – There were no public comments.
- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending November 30, 2025:  
Claims: \$ 1,937,395.35; Payroll: \$ 259,407.00 for a total of \$ 2,196,802.35  
*November 2025 Monthly Financial Claims reviewed and approved by Director Muller*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 12, 2025, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report – November 2025
- G. Leak/Flushing Report – November 2025
- H. Monthly Rainfall Reports
- I. Water Service Connection Transfer Report for November 2025
- J. Update to Organization Chart Regarding Maintenance Worker Position

Director Muller noted that during his review he had a few questions on the claims report and staff answered his questions. Otherwise, all was in order.

**ON MOTION BY Director Muller moved that the monthly Claims be approved and seconded by Vice President Feldman. A discussion ensued and Director Muller withdrew his motion.**

**ON MOTION BY Director Coverdell and seconded by Vice President Feldman, the Board voted by roll call vote to approve the Consent Calendar:**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

- Director Mickelson reported on a BAWSCA meeting
- Director Muller and Vice President Feldman reported on their attendance at the Association of California Water Agencies (ACWA) Fall Conference on December 2-4, 2025, in San Diego.
- Vice President Feldman visited the Carter Hill tank site with staff to view the wrapping and shotcrete.

**6) GENERAL BUSINESS**

**A. Authorize the General Manager to Enter into a Professional Services Agreement with Reliable Automation Controls for SCADA Integration Services for the Pilarcitos Wellfield Replacement Project.**

Ms. Rogren summarized that at the October 10, 2025, Regular Board of Directors meeting, the Board awarded a contract to GSW Construction for the Pilarcitos Wellfield Replacement Project. At the District's request, Reliable Automation Controls (RAC) prepared a proposal to provide SCADA integration services for each of the six wells as part of the wellfield project. Integration services will include programming for both radio and cell modems incorporating key parameters, critical alarming, monitoring, data acquisition, and configuration of the advanced control capabilities between the wells and the SCADA system located at the District office. The founder of RAC, Rudy Everett, was formerly with Calcon Systems, Inc., and since 2009 has been the primary SCADA resource for the District.

**ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a professional Services Agreement with Reliable Automation Controls for SCADA integration services for the Pilarcitos Wellfield Replacement Project for a not-to-exceed amount of \$163,450.**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

**B. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project – Update #14**

Ms. Rogren provided an update on the progress made on the Carter Hill Prestressed Tank and Seismic Upgrades Project during November 2025.

**C. Election of Coastside County Water District Board President and Vice President**

Nominations opened with Director Coverdell nominating Vice President Feldman to serve as the District President for 2026 and nominating Director Muller to serve as Vice President.

**ON MOTION BY President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to elect Bob Feldman as Board President and John Muller as Board Vice President for 2026**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

The Board members recognized out going President Reynolds for his leadership as Board President.

**7) MONTHLY INFORMATIONAL REPORTS**

**A. General Manager's Report**

- Ms. Rogren reviewed the proposed agenda for the January 12, 2026 Strategic Planning Board Workshop.
- Ms. Rogren announced that approval was reached by all BAWSCA Agencies on the Amendment to the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and the Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County modifying the Minimum Purchase Requirements. The BAWSCA agencies also unanimously approved the Tier 2 Drought Response Implementation Plan. For these items to be effective, unanimous approval must be obtained from all BAWSCA agencies.

- Ms. Rogren reported on the “Partnership for Coastside’s Future” workshop she attended on December 5<sup>th</sup>, which was conducted by Congressman Sam Liccardi and Supervisor Ray Muller.

**B. Operations Report**

Mr. Donovan summarized the operation highlights for the month of November 2025.

**8) A. DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

There were no requests for future agenda items.

**9) ADJOURNMENT - Board Meeting Adjourned at 7:20 p.m.**

Respectfully submitted,

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Mary Rogren, General Manager  
Secretary to the District

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Glenn Reynolds, President  
Board of Directors