

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, December 10, 2024

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 Mickelsen called the meeting to order at 7:00 p.m. Present at roll call in person in the Board room: Vice President Glenn Reynolds, Director Ken Coverdell, Director Bob Feldman, and Director John Muller.

Also present: Mary Rogren, General Manager; Jeffrey Schneider, Asst. General Manager Finance/ Admin., Patrick Miyaki, Legal Counsel, Gina Brazil, Office Manager, Darin Sturdivan, Distribution Supervisor, and Lisa Sulzinger, Administrative Analyst

Also Participating:

Dane Wadle, Senior Public Affairs Field Coordinator with California Special District Association (CSDA)

Brant Smith, Managing Director with Backstrom McCarley Berry & Co. LLC

Tom Innis, Managing Director with D.A. Davidson & Co.

James Wawrzyniak, Bond and Disclosure Counsel with Jones Hall, A Professional Law Corporation

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **SPECIAL ORDER OF BUSINESS**

Administration of the Oath of Office to newly appointed Directors

President Mickelsen administered the Oath of Office to Directors Coverdell, Muller and Reynolds who were appointed in lieu of election because the Directors ran uncontested.

5) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending November 30, 2024:
Claims: \$ 775,772.27; Payroll: \$ 241,701.15 for a total of \$ 1,017,473.42
November 2024 Monthly Financial Claims reviewed and approved by Director Mickelsen
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 12, 2024, Regular
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report – November 2024
- G. Leak/Flushing Report – November 2024
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – October 2024
- J. Notice of Completion - Denniston Reservoir Maintenance Dredging Project for Year 2024
- K. Notice of Completion – Nunes Treatment Plant Paving Project
- L. Notice of Completion – Cleaning and Rehabilitation of Pilarcitos Wells 1, 3, 3A and 4A.

President Mickelsen stated he had reviewed the financial claims, and he found them to be in order.

ON MOTION BY Vice President Reynolds and seconded by President Mickelsen, the Board voted by roll call vote to approve the Consent Calendar:

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

6) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

- Director Muller commented that he received a congratulatory letter from David Canepa of the San Mateo County Board of Supervisors on a successful election.
- Director Feldman attended the ACWA Fall Conference in Palm Desert along with Assistant General Manager Jeffrey Schneider. Director Feldman reported on the various exhibits he visited and seminars he attended, as well as his participation in the ACWA Membership meeting voting process.

7) **GENERAL BUSINESS**

- A. District Transparency Certificate of Excellence awarded through the Special District Leadership Foundation

Ms. Rogren summarized that the overall purpose of the District Transparency Certificate of Excellence is to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency. The District received the Transparency Certificate of Excellence in 2017 and 2019 for a period of two years each, 2021 for a period of three years and now in 2024 for a period of three years. Ms. Rogren introduced Dane Wadle, Senior Public Affairs Field Coordinator with California Special District Association who stated that it is quite rare to present to a District that has received the certificate 3 or 4 times and it is something to be commended. He explained the various requirements including website requirements, ethics training, filing with the State Controller's office in a timely matter, as well as fulfilling a number of outreach/best practices requirements. He acknowledged the staff's hard work obtaining the District Transparency Certificate of excellence.

Vice President Reynolds asked what the percentage of Special Districts meet these criteria for transparency. Mr. Wadle stated about 20% of CSDA members, and in California it is about 10% of all Special Districts.

B. Consider Resolution 2024-08, of the Coastside County Water District Authorizing the Delivery and Sale of Water Revenue Certificates of Participation, Series 2025 in the Principal Amount of not to Exceed \$8,000,000 to Finance Water System Improvements, and Approving Related Documents and Official Actions

Mr. Schneider began by introducing Brant Smith, Managing Director with Backstrom McCarley Berry & Co. LLC, Tom Innis, Managing Director with D.A. Davidson & Co., and James Wawrzyniak, Bond and Disclosure Counsel with Jones Hall, a Professional Law Corporation. Mr. Schneider then summarized the process to raise the funding needed to support the Carter Hill Prestressed Tank and Seismic Upgrades Project, and reviewed the following exhibits:

- A. Resolution 2024-08 Authorizing the Delivery and Sale of Water Revenue Certificates of Participation, Series 2025 in the Principal Amount of Not to Exceed \$8,000,000 to Finance Water System Improvements and Approving Related Documents and Official Actions.
- B. Installment Sale Agreement between CSDA Finance Corporation, as Seller and the Coastside Count Water District, as Purchaser.
- C. Trust Agreement between U.S. Bank Trust Company as Trustee, CSDA Finance Corporation and the Coastside County Water District.
- D. Preliminary Official Statement (including Continuing Disclosure Certificate).
- E. Certificate Purchase Agreement between D.A. Davidson & Co., (the "Underwriter" and Coastside County Water District..

Mr. Smith then gave a presentation and provided a current market and interest rate update. He then answered questions from the Board and discussed next steps in the financing process and timeline.

ON MOTION BY Vice President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to approve Resolution 2024-08, a Resolution of the Coastside County Water District authorizing the delivery and sale of water revenue certificates of participation in the principal amount not to exceed \$8.0 million and approving related documents and official actions:

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

C. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Updated #2

Ms. Rogren provided an update on the progress made at the Carter Hill Prestressed Tank and Seismic Upgrades project during November 2024.

D. Approval of Agreement with UBEO Business Service for Lease of New Copier Machine

Ms. Rogren summarized that the current copier has reached the end of its five-year lease. As the primary device used for printing, scanning, and copying essential documents, it is crucial to replace the ageing equipment to ensure continued efficiency and productivity. The estimated cost of the new lease and maintenance agreement is \$759 per month, \$45,540 over the 5-year period.

ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to approve a five-year lease and maintenance agreement with UBEO Business Services for a color copier for use in the District office:

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

E. Election of Coastside County Water District Board President and Vice President

Nominations were opened by President Mickelsen, with Director Coverdell nominating Vice President Reynolds to serve as the District President for 2025 and nominating Director Feldman to serve as the Vice President. President Mickelsen closed the nominations.

ON MOTION BY Vice President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to elect Glenn Reynolds as Board President and Bob Feldman as Board Vice President for 2025:

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

8) MONTHLY INFORMATIONAL REPORTS

A. General Manager

- Ms. Rogren introduced the statement made by Nicole Sandkulla, outgoing CEO of BAWSCA, to the San Francisco Public Utilities Commission on November 12, 2024, who urged continued collaboration to find solutions to water reliability challenges.

B. Operations Report

Ms. Rogren summarized the Operation Highlights for the month of November 2024.

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

- Director Muller requested the District send a congratulations letter to the new City Council Members.
- Director Coverdell requested that a strategic planning session be held in 2025.

10) ADJOURNMENT - Board Meeting Adjourned at 8:14 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors