

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, January 13, 2026**

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 Feldman called the meeting to order at 6:00 p.m. Present at roll call in person in the Board room: Vice President John Muller, Director Ken Coverdell, Director Chris Mickelsen, and Director Glenn Reynolds.

Also present: Mary Rogren, General Manager, Jeffrey Schneider, Asst. General Manager Finance/ Administration, Patrick Miyaki, Legal Counsel, Gina Brazil, Administrative Services Manager, Sean Donovan, Water Treatment Plant Operations Manager, Nancy Trujillo, Utility Billing/ Accounting Manager; and Lisa Sulzinger, Administrative Analyst

Also present:  
Jonathan Abadesco, C.J. Brown & Company, CPAs  
Jonathan Sutter, EKI Environment & Water, Inc.

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT**

There was no public comment.

President Feldman thanked Director Reynolds for his outstanding job last year as President.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending December 31, 2025:  
Claims: \$ 1,662,532.31; Payroll: \$ 255,101.28 for a total of \$ 1,917,633.59  
*December 2025 Monthly Financial Claims reviewed and approved by Director Reynolds*
- B. Acceptance of Financial Reports

- C. Approval of Minutes of December 9, 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 – December 2025
- G. Leak/Flushing Report – December 2025
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – November 2025 and December 2025
- J. Water Service Connection Transfer Report for December 2025
- K. Notice of Completion – Nunes Water Treatment Plant Generator Roof Replacement

Director Reynolds stated he reviewed the financial claims and found them all to be in order.

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

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

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

- Director Coverdell, Vice President Muller and President Feldman commented on the Strategic Planning Board Workshop that took place on January 12, 2026.
- Director Mickelson reported on the upcoming BAWSCA meeting

**6) GENERAL BUSINESS**

**A. Accept the Coastside County Water District Basic Financial Statements and Independent Auditor's report for Fiscal Year Ending June 30, 2025.**

Mr. Schneider introduced the District's independent auditor Jonathan Abadesco of C.J. Brown & Company, CPAs. Mr. Abadesco's presentation included a summary of the Basic Financial Statements, Independent Auditor's Report for fiscal year ending June 30, 2025, and internal controls. He reported the results, an unmodified "clean" opinion with regards to the financial statements. No material weaknesses or significant deficiencies in the District's internal controls were identified.

**ON MOTION BY Vice President Muller and seconded by Director Reynolds, the Board voted by roll call vote to accept the Coastside County Water District Basic Financial Statements and Independent Auditor's report for Fiscal Year Ended June 30, 2025**

|                    |     |
|--------------------|-----|
| Director Coverdell | Aye |
| Director Mickelsen | Aye |

|                       |     |
|-----------------------|-----|
| Director Reynolds     | Aye |
| Vice-President Muller | Aye |
| President Feldman     | Aye |

**B. Approval of Amendment to a Professional Services Agreement with EKI Environment and Water, Inc. for Additional Engineering Services for the Alcatraz Avenue, Santa Rosa Avenue, and Alto Avenue Pipeline Replacement Project.**

Ms. Rogren summarized that in August 2024 the District contracted with EKI Environment & Water, Inc. (EKI) engineering design for Alcatraz Avenue, Santa Rosa Avenue and Ocean Colony Pipeline Replacement Project that is now 90% complete. District Staff would now like to change the scope of the project and combine Alcatraz Avenue and Santa Rosa Avenue projects with a new project, Alto Avenue, as these pipelines are all located in the Miramar area. The Alto Avenue portion of the pipeline replacement will provide the neighborhood below the Miramar Tank with adequate fire flow should the Miramar Tank need to be taken out of service for maintenance.

Director Coverdell realized that he owns property that is within 1,000 sq feet of the project, stated that he had a conflict of interest, and left the room.

ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into an amendment to a professional services agreement with EKI Environment and Water, Inc. (dated January 10, 2024) for additional engineering services for the Alcatraz Avenue, Santa Rosa Avenue, and Alto Avenue Pipeline Replacement Project for \$66,000.

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

Director Coverdell returned to the Board room.

**C. Approval of Amendment to a Professional Services Agreement with EKI Environment and Water, Inc. for Capital Project Management and As-Needed Engineering Services.**

Ms. Rogren summarized that the current agreement with EKI Environment & Water, Inc. (EKI) for capital project management was executed in October 2024, for \$100,000 and those funds are now fully expended. Based on EKI's past responsiveness and

excellent support, staff recommends the Board approve a professional services agreement for capital project management and as-needed engineering support including hydraulic modeling, for the next 12 months.

**ON MOTION BY Director Coverdell and seconded by Director Reynolds, the Board voted by roll call vote to authorize the General Manager to retain the professional services of EKI Environment and Water, Inc. for capital project management and as needed engineering support, including hydraulic modeling for 12 months for a not-to-exceed budget of \$100,000.**

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

**D. Quarterly Financial Review.**

Mr. Schneider summarized the year-to-date revenue and expenses for the first six months of fiscal year 2025-2026. He provided an overview of the District's Cash Reserves and the Capital Improvement Program expenditures.

**E. Review of District Board Committees. Consider and Approve Appointments of Board Members to the Coastsides County Water District Board Committees, and Appointment of District representatives to External Organizations and Associations. Consider and Approve Establishment of New Advisory Committee(s) and External Organization Representation.**

Ms. Rogren summarized that each January the Board reviews the membership of the Board committees and the appointments to external organizations. President Feldman requested that this item be deferred until the February 10, 2026 Board of Directors Meeting.

**F. Appointment of Coastsides County Water District Board Member Representative Alternate(s) to Participate in San Mateo Local Agency Formation Commission (LAFCO) Election of Officers.**

Ms. Rogren reminded the Board that this is an annual action that the Board designate an alternate to participate in LAFCO's election of officers in case the Board President is not available. Past practice is to appoint the Vice President followed by the Board member in order of seniority.

**ON MOTION BY Director Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to appoint Coastsides County Water District Board Member Representative**

Alternate(s) by name: Vice President Muller, and Directors Coverdell, Mickelsen, Reynolds to participate in San Mateo Local Agency Formation Commission (LAFCo) election of Officers.

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

**G. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project – Update #15**

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

**H. Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Procure a New Ford F150 4x4 Crew Cab Pickup.**

Ms. Rogren summarized that during the December 23, 2025, windstorm a tree fell on a District truck and significantly damaged it to the point of totaling the truck. Staff has been working with the insurance provider to determine the insurance recovery on the loss. In the meantime, staff recommends that the District move forward with replacing the truck. Staff has reached out to three dealerships to locate an in-stock replacement truck equipped with the District's configuration. Staff would like the flexibility to complete the purchase with a dealership with the lowest cost/best available option.

**ON MOTION BY Director Coverdell and seconded by Vice President Muller, the Board voted by roll call vote to waive the procedural requirements for sealed competitive bids and authorize the General Manager to procure a new Ford F150 4x4 Crew Cab pickup for a not-to-exceed amount of \$55,000.**

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

**7) MONTHLY INFORMATIONAL REPORTS**

**A. General Manager's Report**

- Ms. Rogren reported on the District's WaterSmart tool. As of the calendar end of 2025, staff sent out 777 leak alerts to customers. 44% of the District's customers are currently registered in the WaterSmart web portal.

- The District received ACWA JPIA's President's Special Recognition Award for maintaining "exceptionally low" claim costs in Property Insurance Program during the period 7/1/2021 – 6/30/2024.

**B. Operations Report**

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

**8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS**

There were no requests for future agenda items.

**9) CLOSED SESSION**

- A.** Public Employee Performance Evaluation  
Pursuant to California Government Section 54957  
Title: General Manager

**10) RECONVENE TO OPEN SESSION**

The meeting reconvened to open session at 8:58 p.m. with President Feldman reporting that no action was taken in the closed session.

**11) ADJOURNMENT – Board Meeting Adjourned at 8:58 p.m.**

Respectfully submitted,

---

Mary Rogren, General Manager  
Secretary to the District

---

Bob Feldman, President  
Board of Directors