

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, February 11, 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 7:00 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/ Admin., Patrick Miyaki, Legal Counsel, Gina Brazil, Office Manager, Cathleen Brennan, Water Resources Analyst, Nancy Trujillo, Accounting Manager, Darin Sturdivan, Distribution Supervisor, and Lisa Sulzinger, Administrative Analyst

Also Participating:

Brant Smith, Managing Director with Backstrom McCarley Berry & Co., LLC  
Elizabeth Drayer, Vice President, West Yost Associates

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - Paul Nagengast, newly elected HMB City Council member introduced himself to the District's Board of Directors.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending January 31, 2025:  
Claims: \$ 1,036,221.88; Payroll: \$ 320,863.36 for a total of \$ 1,357,085.24  
*January 2025 Monthly Financial Claims reviewed and approved by Director Muller*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 14, 2025, Special Board of Directors Meeting
- D. Approval of Minutes of January 14, 2025, Regular Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - January 2025

- H. Leak/Flushing Report - January 2025
- I. Monthly Rainfall Reports
- J. Water Service Connection Transfer Report for January 2025
- K. Notice of Completion - Denniston Water Treatment Plant Contact Clarifier Hatch Replacements (LeFevre Welding Inc.)
- L. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ended June 30, 2024

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

**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 Muller stated that he gave a brief presentation recently to the Lions Club about all the positive work the District is doing.
- President Reynolds reported there is little snow in Lake Tahoe

**6) GENERAL BUSINESS**

**A. Summary of District's Capital Financing - Certificates of Participation, Series 2025, Closing**

Mr. Schneider introduced Brant Smith, Financial Advisor of Backstrom McCarley Berry & Co., LLC who summarized the successful completion in January 2025 of the District's first public offering of Water Revenue Certificates of Participation, which raised \$8.0 million toward the financing of the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project. The all-in interest rate resulting from the Certificate of Participation (COP) sale, which included funding of the principal as well as the cost of issuance of the COPs, is 4.145%.

**B. Approval of a Professional Services Agreement with West Yost Associates for Assistance with Preparation of the District’s 2025 Urban Water Management Plan**

Ms. Brennan summarized that every five years the District must prepare and submit to the Department of Water Resources an Urban Water Management Plan (UWMP). West Yost Associates is a leading water resource planning firm, and they can assist with the preparation and publishing of the 2025 UWMP that meets the Urban Water Management Plan Act requirements and DWR reporting requirements. West Yost Associates has assisted the District in the preparation of the 2010, 2015, and 2020 Urban Water Management Plans. The 2025 UWMP is due to the DWR by July 1, 2026.

**ON MOTION BY Director Muller and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with West Yost Associates for assistance with preparation of the District’s 2025 Urban Water Management Plan for a time-and-materials cost not to exceed \$92,030:**

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

**C. Appointment of Director to the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA)**

The four-year term of Director Mickelsen on the Board of Directors of the Bay Area Water Supply & Conservation Agency and Bay Area Regional Water System Financing Authority will end on June 30, 2025. The District needs to appoint its representative to serve as a Director on the BAWSCA and RFA Boards for the four year term beginning July 1, 2025 and ending June 30, 2029.

**ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to reappoint Director Mickelsen to serve on the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area regional water System Financing Authority (RFA):**

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

**D. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Updated #4**

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

**7) MONTHLY INFORMATIONAL REPORTS**

**A. General Manager**

- Ms. Rogren reported that on February 4, 2025, Steven Ritchie, Assistant General Manager of Water at SFPUC issued a memo stating that given rainfall, snowpack and reservoir storage levels to date, there is reasonable probability that the SFPUC will be able to meet full customer demand this year. Another update will be on March 1, and again in early April after the last snow survey.

**B. Operations Report**

Mr. Sturdivan summarized the operation highlights for the month of January 2025.

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

Director Coverdell requested that the District schedule a strategic planning session in the near future.

**9) ADJOURNMENT - Board Meeting Adjourned at 7:57 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