

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, March 12, 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: Director Ken Coverdell, Director Bob Feldman, and Director John Muller. Vice President Glenn Reynolds arrived at 7:03pm

Also present: Mary Rogren, General Manager, Jeffery Schneider, Asst. General Manager Finance/Admin., Patrick Miyaki, Legal Counsel; James Derbin, Superintendent, Gina Brazil, Office Manager, Nancy Trujillo, Accounting 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 February 29, 2024:  
Claims: \$ 780,238.47; Payroll: \$ 228,781.28 for a total of \$ 1,009,019.75  
*February 2024 Monthly Financial Claims reviewed and approved by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of February 13, 2024, 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 - February 2024
- G. Leak/Flushing Report - February 2024
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report - January 2024
- J. Water Service Connection Transfer Report for February 2024

Director Coverdell stated he had reviewed the monthly financial claims, and all appeared to be in order.

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

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>Director Muller</b>	<b>Aye</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>President Mickelsen</b>	<b>Aye</b>

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

- Director Coverdell reported on the snow conditions in the Sierras.
- Vice President Reynolds recently attended and reported on a briefing on the direction the State and Federal Government are moving on PFAS issues.
- Director Muller and Director Feldman attended and reported on an Human Resources Committee Meeting on Feb. 22<sup>nd</sup>.
- Director Muller attended and reported on the ACWA Region 5 Board Meeting on Feb. 23, in Watsonville.
- Director Feldman and Director Coverdell attended and reported on the Finance Committee Meeting on March 11.

**6) GENERAL BUSINESS**

**A. Overview of Draft Fiscal Year 2024-2025 Operations and Maintenance Budget and Draft Fiscal Year 2024/2025 to Fiscal Year 2033/2034 Capital Improvement Program and Budget Calendar**

Ms. Rogren stated that in the first calendar quarter of each year, the District begins preparation of the Operations and Maintenance (O&M) Budget and the Capital Improvement Plan for the upcoming fiscal year. Staff met with the Facilities Committee on February 13, 2024, and the Finance Committee on March 11, 2024. The O&M Budget and Capital Improvement Plan will be brought to the June Board meeting for approval. Ms. Rogren turned the meeting over to Mr. Schneider, who shared his presentation of the draft Fiscal Year 2024-2025 O&M Budget and draft 10-year Capital Improvement Program. Mr. Schneider also reviewed the Budget Calendar and key dates for future budget and rate discussions.

**B. Nunes Water Treatment Plant Upgrades Project Update #31**

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during February 2024.

7) **MONTHLY INFORMATIONAL REPORTS**

**A. General Manager's Report**

Ms. Rogren presented the March 1 SFPUC Water Supply Availability report. SFPUC projects that they will be able to meet full customer demand this year.

**B. Superintendent of Operations Report**

Mr. Derbin summarized the Operation Highlights for the month of February 2024.

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

There were no requests for future agenda items.

9) **CLOSED SESSION**

- A.** Pursuant to California Government Code Section 54956.9(d)(2)  
Conference with Legal Counsel - Anticipated Litigation  
Significant Exposure to Litigation  
Two Potential Cases

10) **RECONVENE TO OPEN SESSION**

Public report of closed session action - No Action Taken

11) **ADJOURNMENT - Board Meeting Adjourned at 8:40 p.m.**

Respectfully submitted,

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Mary Rogren, General Manager  
Secretary to the District

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Chris Mickelsen, President  
Board of Directors