

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, April 14, 2026 - 6:00 p.m.

AGENDA

The Public may attend this meeting in person at the District Office located at 766 Main Street, Half Moon Bay or choose to watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number. Note that in person meetings are the primary format for the District's Board of Directors meetings. The District desires to accommodate remote participation by the public, therefore as a courtesy and technology permitting, the public will have the opportunity to fully participate in the meeting via Zoom. However, the District cannot guarantee that the public's remote access to any meeting will be uninterrupted before or during a meeting, and technical difficulties may occur from time to time. In those instances, as long as the public may attend the meeting in person, the meeting may be held or continue. Members of the public desiring to provide comments as a part of a Board meeting are encouraged to submit written comments prior to the meeting or to attend the meeting in person.

The meeting will begin at 6:00 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/84224363283?pwd=tdIHhjkLpFfYcJN84jIyiHQAZIzGlo.1>

Meeting ID: 842 2436 3283

Passcode: 320538

One tap mobile

+16699006833,,84224363283#,,,,*320538# US (San Jose)

+16694449171,,84224363283#,,,,*320538# US

Join instructions

<https://us06web.zoom.us/meetings/84224363283/invitations?signature=HF-fySa64lGbnJ9H6ZyNc0CeojRbDoFrIq-P1k08mgQ>

Procedures to make a public comment with Zoom Video/Conference – All participants except the Board Members and Staff are muted on entry and video is disabled. Participants may not unmute themselves unless asked to unmute by the Moderator.

- **From a computer:** (1) Using the Zoom App. at the bottom of your screen, click on “Participants” and then “Raise Hand”. Participants will be called to comment in the order in which they are received.
- **From a phone:** Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. The Moderator will call on you by stating the last 4 digits of your phone number.

The Coastside County Water District (CCWD) does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet materials can be provided in a format to accommodate special needs. If you require a copy of the agenda or related materials in an alternative format to accommodate a disability, or if you wish to attend this public meeting and will require special assistance or other special equipment, please call the District at (650) 726-4405 in advance and we will make every reasonable attempt to provide such an accommodation.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the CCWD District Office, located at 766 Main Street, Half Moon Bay, CA at the same time that the public records are distributed or made available to the legislative body.

This agenda and accompanying materials can be viewed on Coastside County Water District’s website located at: www.coastsidewater.org.

The Board of the Coastside County Water District reserves the right to take action on any item included on this agenda.

- 1) ROLL CALL**
- 2) PLEDGE OF ALLEGIANCE**
- 3) PUBLIC COMMENT**

At this time members of the public may address the Board of Directors on issues not listed on the agenda which are within the purview of the Coastside County Water District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes. Members of the public attending in-person must complete and submit a speaker slip. Members of the public attending via Zoom must first “raise hand” and the Moderator will “ask to unmute”. The President of the Board will recognize each speaker, at which time the speaker can provide their comments to the Board.

- 4) CONSENT CALENDAR**

The following matters before the Board of Directors are recommended for action as stated by the General Manager. All matters listed hereunder constitute a Consent Calendar, are considered as routine by the Board of Directors, and will be acted upon by a single vote of the Board. There will be no separate discussion of these items unless a member of the

Board so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- A. Approval of disbursements for the month ending March 31, 2026:
Claims: \$ 2,334,464.41; Payroll: \$ 253,910.55 for a total of \$ 2,588,374.96 ([attachment](#))
March 2026 Monthly Financial Claims reviewed and approved by Director Coverdell
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of March 2, 2026 Special Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of March 10, 2026 Regular Board of Directors Meeting ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – March 2026 ([attachment](#))
- H. Leak/Flushing Report – March 2026 ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. SFPUC Hydrological Conditions Report – February 2026/March 2026 ([attachment](#))
- K. Water Service Connection Transfer Report for March 2026 ([attachment](#))
- L. Notice of Completion – Carter Hill 16-Inch Valve Replacement Project ([attachment](#))

5) SPECIAL ORDER OF BUSINESS

- A. Administration of Oath of Office to Newly Appointed Director David Dickson ([attachment](#))

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

7) GENERAL BUSINESS

- A. Overview of Draft FY 2026/27 O&M Budget and Budget Process Timeline ([attachment](#))
- B. Quarterly Financial Review ([attachment](#))
- C. Approval of a Professional Services Agreement with Reliable Automation Controls, LLC. for Maintenance and Instrumentation Support of the District's SCADA System ([attachment](#))
- D. Authorize the General Manager to Procure Trimble Unity Asset Lifecycle Management Software Licenses for a Two-Year Term ([attachment](#))
- E. Consider Proposals for General Manager Executive Recruitment Services and Potential Authorization to Enter into a Professional Services Agreement ([attachment](#))
- F. Review of Board Committees and Board President Appointments to Committees and External Organizations ([attachment](#))
- G. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #18 ([attachment](#))

8) MONTHLY INFORMATIONAL REPORTS

A. Operations Report ([attachment](#))

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

10) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR MARCH 2026**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR		AMOUNT
03/06/2026	36286	AMAZON CAPITAL SERVICES, INC.	\$	626.14
03/06/2026	36287	ANDREINI BROS. INC.	\$	1,732.50
03/06/2026	36288	HEALTH BENEFITS ACWA-JPIA	\$	55,775.36
03/06/2026	36289	BAY ALARM COMPANY	\$	2,208.45
03/06/2026	36290	CEL ANALYTICAL INC.	\$	1,630.00
03/06/2026	36291	CENTRAL ROOFING, INC.	\$	1,715.00
03/06/2026	36292	CINTAS FIRST AID & SAFETY	\$	1,284.77
03/06/2026	36293	CLARK PEST CONTROL OF STOCKTON, INC.	\$	120.00
03/06/2026	36294	JAMES COZZOLINO, TRUSTEE	\$	275.00
03/06/2026	36295	CRYSTAL SMR, INC.	\$	121.62
03/06/2026	36296	DN TANKS LLC	\$	723,000.30
03/06/2026	36297	GRAINGER, INC.	\$	1,308.06
03/06/2026	36298	HACH CO., INC.	\$	1,110.10
03/06/2026	36299	IRON MOUNTAIN	\$	972.57
03/06/2026	36300	IRVINE CONSULTING SERVICES, INC.	\$	4,746.16
03/06/2026	36301	GLENNA LOMBARDI	\$	115.00
03/06/2026	36302	MISSION UNIFORM SERVICES INC.	\$	176.51
03/06/2026	36303	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	2,515.53
03/06/2026	36304	PAULO'S AUTO CARE	\$	351.95
03/06/2026	36305	REPUBLIC SERVICES	\$	997.86
03/06/2026	36306	SAN MATEO CTY PUBLIC HEALTH LAB	\$	1,194.00
03/06/2026	36307	SAN MATEO LOCK WORKS INC.	\$	2,685.13
03/06/2026	36308	SCAPES, INC	\$	400.00
03/06/2026	36309	RYAN H. STOLL	\$	133.10
03/06/2026	36310	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	215.17
03/06/2026	36311	UPS STORE	\$	109.10
03/06/2026	36312	VERIZON CONNECT INC.	\$	405.78
03/06/2026	36313	US BANK NA	\$	699.69
03/06/2026	36314	WATERSMART SOFTWARE, INC	\$	104.99
03/11/2026	36315	ADP, INC.	\$	925.40
03/11/2026	36316	BRUSH HOG TREE CARE, INC.	\$	8,500.00
03/11/2026	36317	RECORDER'S OFFICE	\$	23.00
03/11/2026	36318	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	838.97
03/11/2026	36319	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.	\$	12,200.00
03/11/2026	36320	FREYER & LAURETA, INC.	\$	49,291.64
03/11/2026	36321	GSW CONSTRUCTION INC	\$	269,349.22
03/11/2026	36322	HASSETT HARDWARE	\$	2,303.92
03/11/2026	36323	IRENE LOPEZ	\$	1,395.76
03/11/2026	36324	PACIFIC GAS & ELECTRIC CO.	\$	44,375.51
03/11/2026	36325	PAULO'S AUTO CARE	\$	90.00
03/11/2026	36326	PUMP REPAIR SERVICE CO. INC.	\$	29,974.71
03/11/2026	36327	REDWOOD TRADING POST	\$	517.49
03/11/2026	36328	SAN FRANCISCO WATER DEPT.	\$	78,601.13
03/11/2026	36329	STATE WATER RESOURCES CONTROL BD	\$	60.00
03/11/2026	36330	TPX COMMUNICATIONS	\$	2,347.12
03/11/2026	36331	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	749.31
03/11/2026	36332	UPS STORE	\$	17.67
03/11/2026	36333	VERIZON WIRELESS	\$	4,406.26
03/11/2026	36334	WEST YOST ASSOCIATES, INC	\$	2,649.50
03/13/2026	36335	ADP, INC.	\$	110.65
03/13/2026	36336	AMAZON CAPITAL SERVICES, INC.	\$	42.95
03/13/2026	36337	AMAZON WEB SERVICES, INC.	\$	1,056.27
03/13/2026	36338	BADGER METER, INC.	\$	69.30

03/13/2026	36339	BAY AREA AIR QUALITY MGMT DIST	\$	1,507.00
03/13/2026	36340	BAY ALARM COMPANY	\$	2,605.53
03/13/2026	36341	BIG CREEK LUMBER	\$	79.99
03/13/2026	36342	JPMORGAN CHASE BANK, N.A.	\$	39,323.56
03/13/2026	36343	CINTAS FIRST AID & SAFETY	\$	1,098.44
03/13/2026	36344	ELDORADO FORKLIFT COMPANY	\$	2,980.75
03/13/2026	36345	FREYER & LAURETA, INC.	\$	30,479.00
03/13/2026	36346	GRAINGER, INC.	\$	473.35
03/13/2026	36347	HMB BLDG. & GARDEN INC.	\$	24.06
03/13/2026	36348	HMB GRADING & PAVING INC.	\$	3,559.25
03/13/2026	36349	MCMASTER-CARR SUPPLY COMPANY	\$	9.69
03/13/2026	36350	MISSION UNIFORM SERVICES INC.	\$	168.04
03/13/2026	36351	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	280.00
03/13/2026	36352	MTA PARTS, INC.	\$	62.86
03/13/2026	36353	PACIFIC GAS & ELECTRIC CO.	\$	91.43
03/13/2026	36354	REDWOOD TRADING POST	\$	3,209.68
03/13/2026	36355	ROGUE WEB WORKS, LLC	\$	695.00
03/13/2026	36356	STATE WATER RESOURCES CONTROL BD	\$	105.00
03/13/2026	36357	STATE WATER RESOURCES CONTROL BD	\$	140.00
03/13/2026	36358	TRI COUNTIES BANK	\$	5,714.13
03/13/2026	36359	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	3,858.22
03/13/2026	36360	U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION	\$	2,750.00
03/13/2026	36361	UTAP PRINTING CO., INC.	\$	2,546.43
03/13/2026	36362	BOSCO OIL COMPANY	\$	2,945.09
03/13/2026	36363	MARIA ROMERO	\$	2,640.00
03/16/2026	36364	CURT MYERS	\$	1,500.00
03/24/2026	36365	AMAZON CAPITAL SERVICES, INC.	\$	946.87
03/24/2026	36366	AT&T MOBILITY	\$	128.22
03/24/2026	36367	AT&T	\$	2,095.53
03/24/2026	36368	TIMOTHY C BOWSER	\$	4,108.00
03/24/2026	36369	CALCON SYSTEMS, INC.	\$	54.94
03/24/2026	36370	CECIL & CECIL ENTERPRISES, INC	\$	48,193.00
03/24/2026	36371	CUSTOM TOPS, INC	\$	384.56
03/24/2026	36372	DAVID R DICKSON	\$	6,160.00
03/24/2026	36373	DATAPROSE, LLC	\$	4,060.46
03/24/2026	36374	MICHELLE DUTTO	\$	59.00
03/24/2026	36375	GRAINGER, INC.	\$	418.79
03/24/2026	36376	HMB BLDG. & GARDEN INC.	\$	33.91
03/24/2026	36377	HANSONBRIDGETT. LLP	\$	12,967.50
03/24/2026	36378	HURLEY DIESEL AND POWER LLC	\$	980.66
03/24/2026	36379	IRVINE CONSULTING SERVICES, INC.	\$	4,746.16
03/24/2026	36380	MISSION UNIFORM SERVICES INC.	\$	154.01
03/24/2026	36381	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP.	\$	77.00
03/24/2026	36382	PACIFICA COMMUNITY TV	\$	300.00
03/24/2026	36383	PAULO'S AUTO CARE	\$	77.74
03/24/2026	36384	RELIABLE AUTOMATION CONTROLS	\$	3,943.57
03/24/2026	36385	STANDARD INSURANCE COMPANY	\$	510.37
03/24/2026	36386	TEAMSTERS LOCAL UNION #856	\$	1,630.00
03/24/2026	36387	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	85.56
03/24/2026	36388	WAGNER & BONSIGNORE CONSULTING CIVIL ENGINEERS, A CORPORATION	\$	2,590.00
03/24/2026	36389	WATERSMART SOFTWARE, INC	\$	92.63
03/24/2026	36390	WEST YOST ASSOCIATES, INC	\$	8,758.75
03/24/2026	36391	WIENHOFF & ASSOCIATES, INC.	\$	170.00
03/30/2026	36392	FLORENTINA SILVEIRA	\$	82.31
03/30/2026	36393	RENATO CAPISTRANO	\$	20.35
03/30/2026	36394	SC PROPERTIES	\$	13.16
03/30/2026	36395	SC PROPERTIES	\$	114.58

03/30/2026	36396	CAROL & WAYNE EDHAMMER	\$	45.72
03/30/2026	36397	KAZUKO Y TU TRUST	\$	68.37
03/30/2026	36398	MIDPEN PROPERTY MGMT CORP	\$	76.72
03/30/2026	36399	PAUL/DIANE JORDAN	\$	43.47
03/31/2026	36400	AMAZON CAPITAL SERVICES, INC.	\$	679.07
03/31/2026	36401	AQUATIC INFORMATICS INC	\$	8,790.00
03/31/2026	36402	BKS LAW FIRM, A PROFESSIONAL CORPORATION	\$	1,029.77
03/31/2026	36403	EMMA RODRIGUEZ	\$	242.88
03/31/2026	36404	CLARK PEST CONTROL OF STOCKTON, INC.	\$	120.00
03/31/2026	36405	PETTY CASH	\$	17.00
03/31/2026	36406	FOSTER & FOSTER CONSULTING ACTUARIES, INC	\$	1,710.00
03/31/2026	36407	GRAINGER, INC.	\$	1,148.20
03/31/2026	36408	KELLY HOFFMAN-DAVIS	\$	1,045.16
03/31/2026	36409	GSW CONSTRUCTION INC	\$	645,488.22
03/31/2026	36410	HASSETT HARDWARE	\$	2,161.60
03/31/2026	36411	HDR ENGINEERING, INC	\$	12,577.57
03/31/2026	36412	DUSTIN JAHNS	\$	161.90
03/31/2026	36413	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	12,759.00
03/31/2026	36414	PAULO'S AUTO CARE	\$	844.71
03/31/2026	36415	PUMP REPAIR SERVICE CO. INC.	\$	12,609.94
03/31/2026	36416	RELIABLE AUTOMATION CONTROLS	\$	12,950.00
03/31/2026	36417	SAN MATEO LOCK WORKS INC.	\$	1,411.60
03/31/2026	36418	STRAWFLOWER ELECTRONICS	\$	30.00
03/31/2026	36419	UNDERWOOD & ROSENBLUM INC	\$	13,400.00
03/31/2026	36420	HD SUPPLY INC	\$	371.95
03/31/2026	36421	UTAP PRINTING CO., INC.	\$	533.94
03/31/2026	36422	VERIZON WIRELESS	\$	2,840.28
03/31/2026	36423	WFG TITLE	\$	750.00
03/31/2026	36424	JACK WHELEN	\$	118.82
03/31/2026	36425	WFG TITLE	\$	750.00
			SUBTOTAL CLAIMS FOR MONTH	\$ 2,264,205.64

WIRE PAYMENTS

03/13/2026	DFT0000715	EMPOWER RETIREMENT, LLC	\$	1,225.00
03/13/2026	DFT0000716	PUB. EMP. RETIRE SYSTEM	\$	23,668.18
03/13/2026	DFT0000717	VALIC	\$	6,577.85
03/31/2026	DFT0000718	EMPOWER RETIREMENT, LLC	\$	1,225.00
03/31/2026	DFT0000719	PUB. EMP. RETIRE SYSTEM	\$	24,013.98
03/31/2026	DFT0000720	VALIC	\$	6,577.85
03/31/2026		BANK AND CREDIT CARD FEES	\$	6,970.91
			SUBTOTAL WIRE PAYMENTS FOR MONTH	\$ 70,258.77

TOTAL CLAIMS FOR THE MONTH \$ 2,334,464.41



Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 03/31/2026

	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	1,048,400.00	1,126,782.34	78,382.34	7.48%	11,529,200.00	10,667,191.71	-862,008.29	-7.48%	15,862,300.00
	Total RevType: 1 - Operating:	1,048,400.00	1,126,782.34	78,382.34	7.48%	11,529,200.00	10,667,191.71	-862,008.29	-7.48%	15,862,300.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,000.00	2,999.58	-1,000.42	-25.01%	45,000.00	43,893.49	-1,106.51	-2.46%	60,000.00
1-4180-00	Late Notice - 10% Penalty	8,400.00	7,269.42	-1,130.58	-13.46%	74,800.00	72,897.71	-1,902.29	-2.54%	100,000.00
1-4230-00	Service Connections	1,300.00	1,858.20	558.20	42.94%	11,100.00	7,315.56	-3,784.44	-34.09%	15,000.00
1-4920-00	Interest Earned	24,000.00	41,988.09	17,988.09	74.95%	329,000.00	414,115.64	85,115.64	25.87%	385,000.00
1-4930-00	Tax Apportionments/County Checks	2,000.00	61,337.80	59,337.80	2,966.89%	719,000.00	796,590.55	77,590.55	10.79%	1,231,000.00
1-4950-00	Miscellaneous Income	400.00	-50.00	-450.00	-112.50%	3,600.00	137,858.10	134,258.10	3,729.39%	5,000.00
1-4955-00	Cell Site Lease Income	19,920.00	20,206.78	286.78	1.44%	179,240.00	179,319.16	79.16	0.04%	239,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00%	600,000.00	755,525.92	155,525.92	25.92%	600,000.00
	Total RevType: 2 - Non-Operating:	60,020.00	135,609.87	75,589.87	125.94%	1,961,740.00	2,407,516.13	445,776.13	22.72%	2,635,000.00
	Total Revenue:	1,108,420.00	1,262,392.21	153,972.21	13.89%	13,490,940.00	13,074,707.84	-416,232.16	-3.09%	18,497,300.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	45,822.00	35,406.13	10,415.87	22.73%	2,128,598.00	1,494,972.22	633,625.78	29.77%	2,873,340.00
1-5230-00	Nunes T P Pump Expense	6,100.00	4,218.10	1,881.90	30.85%	53,700.00	45,874.90	7,825.10	14.57%	72,100.00
1-5231-00	CSP Pump Station Pump Expense	24,100.00	15,777.15	8,322.85	34.53%	372,700.00	201,686.57	171,013.43	45.89%	500,000.00
1-5232-00	Other Trans. & Dist Pump Expense	3,000.00	2,056.53	943.47	31.45%	25,700.00	23,742.40	1,957.60	7.62%	38,300.00
1-5233-00	Pilarcitos Canyon Pump Expense	13,100.00	9,196.74	3,903.26	29.80%	74,400.00	66,814.24	7,585.76	10.20%	87,000.00
1-5234-00	Denniston T P Pump Expense	9,500.00	11,145.55	-1,645.55	-17.32%	80,100.00	91,395.17	-11,295.17	-14.10%	112,650.00
1-5242-00	CSP Pump Station Operations	920.00	5,161.23	-4,241.23	-461.00%	8,240.00	43,393.52	-35,153.52	-426.62%	11,000.00
1-5243-00	CSP Pump Station Maintenance	4,200.00	-14,128.08	18,328.08	436.38%	37,400.00	16,185.38	21,214.62	56.72%	50,000.00
1-5246-00	Nunes T P Operations - General	7,500.00	4,749.16	2,750.84	36.68%	67,000.00	46,977.58	20,022.42	29.88%	89,500.00
1-5247-00	Nunes T P Maintenance	11,700.00	8,546.62	3,153.38	26.95%	104,900.00	58,281.51	46,618.49	44.44%	140,000.00
1-5248-00	Denniston T P Operations-General	6,100.00	2,937.43	3,162.57	51.85%	54,700.00	74,997.09	-20,297.09	-37.11%	73,000.00
1-5249-00	Denniston T.P. Maintenance	14,300.00	9,822.48	4,477.52	31.31%	128,500.00	111,467.45	17,032.55	13.25%	171,400.00
1-5250-00	Laboratory Expenses	7,100.00	17,645.53	-10,545.53	-148.53%	63,700.00	71,781.02	-8,081.02	-12.69%	85,000.00
1-5260-00	Maintenance - General	33,300.00	30,348.33	2,951.67	8.86%	300,100.00	220,638.82	79,461.18	26.48%	400,000.00
1-5261-00	Maintenance - Well Fields	0.00	0.00	0.00	0.00%	0.00	7,800.00	-7,800.00	0.00%	0.00
1-5263-00	Uniforms	300.00	4,254.84	-3,954.84	-1,318.28%	14,200.00	18,985.76	-4,785.76	-33.70%	15,000.00
1-5318-00	Studies/Surveys/Consulting	16,250.00	43,959.25	-27,709.25	-170.52%	113,750.00	66,627.35	47,122.65	41.43%	160,000.00
1-5321-00	Water Resources	1,500.00	161.57	1,338.43	89.23%	13,500.00	2,028.69	11,471.31	84.97%	18,000.00

Monthly Budget Report

For Fiscal: 2025-2026 Period Ending: 03/31/2026

	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00 Community Outreach	2,450.00	6,660.95	-4,210.95	-171.88%	21,190.00	18,878.71	2,311.29	10.91%	63,500.00
1-5381-00 Legal	10,400.00	22,279.77	-11,879.77	-114.23%	93,600.00	100,630.02	-7,030.02	-7.51%	125,000.00
1-5382-00 Engineering	8,300.00	8,000.00	300.00	3.61%	75,100.00	88,754.15	-13,654.15	-18.18%	100,000.00
1-5383-00 Financial Services	0.00	458.34	-458.34	0.00%	20,000.00	16,182.34	3,817.66	19.09%	21,000.00
1-5384-00 Computer Services	31,274.00	35,566.06	-4,292.06	-13.72%	284,378.00	296,135.49	-11,757.49	-4.13%	375,000.00
1-5410-00 Salaries/Wages-Administration	137,410.00	127,121.02	10,288.98	7.49%	1,224,198.00	1,136,826.91	87,371.09	7.14%	1,630,182.00
1-5411-00 Salaries & Wages - Field	189,327.00	168,238.98	21,088.02	11.14%	1,686,728.00	1,507,526.39	179,201.61	10.62%	2,246,102.00
1-5420-00 Payroll Tax Expense	24,995.00	22,909.01	2,085.99	8.35%	222,683.00	188,415.01	34,267.99	15.39%	292,382.00
1-5435-00 Employee Medical Insurance	49,218.00	49,006.95	211.05	0.43%	421,314.00	413,719.67	7,594.33	1.80%	568,967.00
1-5436-00 Retiree Medical Insurance	7,054.00	5,836.33	1,217.67	17.26%	63,486.00	48,966.75	14,519.25	22.87%	84,648.00
1-5440-00 Employees Retirement Plan	65,580.00	64,118.62	1,461.38	2.23%	590,228.00	561,827.73	28,400.27	4.81%	786,968.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	41,472.00
1-5510-00 Motor Vehicle Expense	6,670.00	10,234.32	-3,564.32	-53.44%	59,990.00	68,447.65	-8,457.65	-14.10%	80,000.00
1-5620-00 Office & Billing Expenses	33,400.00	32,397.74	1,002.26	3.00%	299,800.00	297,752.86	2,047.14	0.68%	400,000.00
1-5625-00 Meetings / Training / Seminars	4,400.00	4,544.67	-144.67	-3.29%	39,600.00	35,618.36	3,981.64	10.05%	52,900.00
1-5630-00 Insurance	26,550.00	9,667.10	16,882.90	63.59%	235,250.00	229,132.40	6,117.60	2.60%	314,900.00
1-5687-00 Membership, Dues, Subscript.	6,517.00	5,365.98	1,151.02	17.66%	95,174.00	86,474.69	8,699.31	9.14%	126,900.00
1-5689-00 Labor Relations	500.00	0.00	500.00	100.00%	4,500.00	0.00	4,500.00	100.00%	6,000.00
1-5700-00 San Mateo County Fees	2,800.00	1,110.42	1,689.58	60.34%	25,500.00	14,701.94	10,798.06	42.35%	33,900.00
1-5705-00 State Fees	4,325.00	5,163.66	-838.66	-19.39%	38,925.00	40,347.63	-1,422.63	-3.65%	51,900.00
Total ExpType: 1 - Operating:	815,962.00	769,938.48	46,023.52	5.64%	9,142,832.00	7,813,988.37	1,328,843.63	14.53%	12,298,011.00
ExpType: 4 - Capital Related									
1-5715-00 Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00%	334,998.00	334,998.13	-0.13	0.00%	334,998.00
1-5716-00 Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00%	320,883.00	320,883.44	-0.44	0.00%	320,883.00
1-5717-00 Debt Service-Chase Bank - 2018 Loan	39,324.00	39,323.56	0.44	0.00%	432,880.00	432,880.02	-0.02	0.00%	432,880.00
1-5718-00 Debt Service-First Foundation Bank - 20...	0.00	0.00	0.00	0.00%	417,365.00	417,364.95	0.05	0.00%	417,365.00
1-5719-00 Debt Service-2025 COP Issuance	0.00	0.00	0.00	0.00%	530,813.00	530,622.89	190.11	0.04%	530,813.00
Total ExpType: 4 - Capital Related:	39,324.00	39,323.56	0.44	0.00%	2,036,939.00	2,036,749.43	189.57	0.01%	2,036,939.00
Total Expense:	855,286.00	809,262.04	46,023.96	5.38%	11,179,771.00	9,850,737.80	1,329,033.20	11.89%	14,334,950.00
Report Total:	253,134.00	453,130.17	199,996.17		2,311,169.00	3,223,970.04	912,801.04		4,162,350.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
March 31, 2026**

<u>RESERVE BALANCES</u>	Current Year as of 03/31/2026	Prior Year as of 03/31/25
CAPITAL AND OPERATING RESERVE	\$10,775,391.25	\$18,925,407.32
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$11,025,391.25	\$19,175,407.32

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$5,499,857.74	\$1,065,445.11
CSP T & S ACCOUNT	\$557,848.19	\$698,861.65
MONEY MARKET (CARTER HILL - DN TANK FINANCING)	\$179,709.43	\$8,051,752.15
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$4,787,175.89	\$9,358,548.41
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$11,025,391.25	\$19,175,407.32

This report is in conformity with CCWD's Investment Policy.

**Legal Cost Tracking Report
12 Months At-A-Glance**

Acct. No.5681
Patrick Miyaki - HansonBridgett, LLP
Legal

Month	Admin (General Legal Fees)	Water Supply Development	Recycled Water	Uninstalled Connection Transfer Program	Capital Improvement Projects	Labor & Employment	Cell Tower Leases	Public Records Requests	Litigation	Non CIP / Infrastructure (Project Review) <i>Reimbursable</i>	Total
Apr-25	5,580	419		571	1,116	2,604	186			884	11,359
May-25	7,394			1,497	419	2,522	419			1,117	13,366
Jun-25	6,831						47			884	7,761
Jul-25	8,206	93		1,923	224	3,312	558				14,314
Aug-25	2,372				6,428	372	47				9,218
Sep-25	5,580			3,277	4,655		1,814				15,325
Oct-25	8,333			120		3,348	977				12,777
Nov-25	6,045			1,663	2,348		5,694				15,750
Dec-25	7,749			1,029	1,302	1,116	465				11,661
Jan-26	9,051			1,335		1,907					12,293
Feb-26	12,691						392				13,083
Mar-26	12,250			718							12,968
TOTAL	92,080	512	0	12,131	16,490	15,180	10,597	0	0	2,884	149,872

EKI Environment & Water
 Engineering Services Billed FY 2023-2024 to FY 2025-2026
 Billed through 3/31/2026

4/8/2026

	Contract Date	Not to Exceed Budget	Status	FY 2023-2024	FY 2024-2025	FY 2025-2026
CIP Project Management						
Fiscal Year 2025-2026-Capital Improvement Management	1.13.2026	\$ 100,000.00	Open			\$ 24,881.22
Fiscal Year 2025-2026-Capital Improvement Management	10.9.2024	\$ 100,000.00	Complete		\$ 77,991.67	\$ 21,992.46
Fiscal Year 2024-2025-Capital Improvement Management	1.9.2024	\$ 100,000.00	Complete	\$ 62,469.90	\$ 37,520.86	
Fiscal Year 2025-2026- Non-Complex Main line Extension Services	6.30.2025	\$ 25,000.00	Open		\$ 2,522.00	\$ 14,977.30
Fiscal Year 2023-2024 - Non-Complex Main line Extension Services	12.12.2023	\$ 25,000.00	Complete	\$ 11,801.40	\$ 13,840.06	
Fiscal Year 2021-2022 - Non-Complex Main line Extension Services	10.15.2021	\$ 25,000.00	Complete	\$ 4,201.34		
Fiscal Year 2022-2023 - Capital Improvement Management	4.20.2022	\$ 117,000.00	Complete	\$ 34,038.14		
Sub Total - CIP Project Management Services		\$ 167,000.00		\$ 112,510.78	\$ 131,874.59	\$ 61,850.98

Projects:

Highway 92 Potable Water Pipeline Phase 2 (2025) Predesign	26-01	8.13.2025	\$ 85,500.00	Open			\$ 3,292.38
Nunes WTP Sedimentation Basin Rehabilitation Design	23-06	8.13.2025	\$ 236,600.00	Open			\$ 75,716.64
Miramontes Point Road Water Main Replacement	22-01	7.14.2021	\$ 177,300.00	Open			
Medio Creek and Magellan Pipeline/Miramar Deadends Design	22-07	3.15.2023	\$ 138,900.00	Open	\$ 50,313.73	\$ 7,782.58	
Miramar Deadends Project - Biological Resources Assessment	22-07	5.24.2023	\$ 18,200.00	Open	\$ 17,581.46	\$ 21,712.00	
Alcatraz Ave, Santa Rosa Ave, and Ocean Colony Pipeline Projects	21-01	1.9.2024	\$ 66,200.00	Open	\$ 41,027.74	\$ 11,268.66	
Carter Hill Tank Replacement Project Support	21-07	9.1.2024	\$ 50,000.00	Open		\$ 39,886.64	\$ 2,805.92
Pilarcitos Wellfield Replacement Project	25-02	10.9.2024	\$ 378,300.00	Open		\$ 279,724.08	\$ 101,190.80
Pilarcitos Wellfield & Slide Repair Environmental Services	25-02/23-13	5.13.2025	\$ 268,760.00	Open		\$ 39,570.75	\$ 79,192.24
Pilarcitos Creek Road Bank Stabilization & Culvert Project	23-13	10.9.2024	\$ 44,800.00	Open		\$ 49,419.93	\$ 71,638.33
Pilarcitos Slide Pipeline Feasibility Study	26-07	12.3.2025	\$ 28,700.00	Open			\$ 3,147.56
Potable Water Storage Master Plan	25-05	5.13.2025	\$ 170,400.00	Open		\$ 2,315.30	\$ 103,890.78
Coastal Interagency Supply Resiliency Study	5382	8.13.2025	\$ 24,500.00	Open			\$ 24,479.78
SFPUC Pilarcitos Dam and Reservoir Improvement Project	5382	10.9.2024	\$ 18,000.00	Complete		\$ 6,913.66	
San Vicente Pipeline Project - Phase A	14-25	1.14.2025	\$ 82,200.00	Complete		\$ 27,017.20	\$ 1,586.52
EG Tank #1 - Pre-design for New Pump Station	19-01	6.13.2023	\$ 25,000.00	Complete	\$ 23,917.66		
Highway 92 Potable Water Pipeline Phase 1 (2023)	14-01	6.13.2023	\$ 135,400.00	Complete	\$ 70,887.84	\$ 31,148.61	\$ 7,508.54
Highway 92 Potable Water Pipeline Emergency Restoration-Design	23-10	3.15.2023	\$ 247,600.00	Complete	\$ 125,635.28	\$ 43,473.18	\$ 23,239.58
Highway 92 Potable Water Pipeline Future Phases Geotechnical	14-01	3.3.2023	\$ 54,200.00	Complete	\$ 23,313.72		
Highway 92 Environmental Services During Construction	14-01	1.8.2025	\$ 166,700.00	Complete		\$ 83,484.07	\$ 34,926.03
Highway 92 - Environmental Permitting Strategies	23-10	5.24.2023	\$ 29,700.00	Complete	\$ 28,207.05		
Highway 92 - 2017 Easements Land Description Packages	14-01	8.18.2023	\$ 14,000.00	Complete	\$ 14,000.00		
Highway 92 Environmental Permitting - Emergency Restoration	23-10	3.15.2023	\$ 73,800.00	Complete	\$ 47,121.55	\$ 19,833.49	
Poplar Street Water Main Replacement Project	23-02	10.3.2022	\$ 29,200.00	Complete	\$ 6,199.05		

Total - All Services

\$ 560,715.86 \$ 795,424.74 \$ 594,466.08

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Monday, March 2, 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 Bob Feldman called the meeting to order at 10:00 a.m. Present at roll call: Vice President John Muller, Director Ken Coverdell and Director Chris Mickelsen.

Also present: Mary Rogren, General Manager; Jeffery Schneider, Assistant General Manager of Finance and Administration; Patrick Miyaki, Legal Counsel; Gina Brazil, Administrative Services Manager; and Lisa Sulzinger, Administrative Analyst

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

A. Resignation of Director Reynolds and Consideration of Process for Filling a Vacancy on the Board of Directors

Ms. Rogren summarized that Director Reynolds has submitted his resignation from the Board effective February 23, 2026. Ms. Rogren then turned the meeting over to Mr. Miyaki, Legal Counsel, who summarized the legal requirements under the County Water District Water Code that the District must follow to fill the vacancy. Mr. Miyaki first noted that a potential candidate to fill former Director Reynolds' position must be a voter and have his or her place of residence in the District. Due to the zone based elections, the Director must reside within the boundaries of the Electoral Zone 1, where the vacancy exists.

Mr. Miyaki then summarized the Government Code section 1780 requirements as follows:

- District must notify the County elections official of the vacancy within 15 days from the effective date of the vacancy.
- The Board has 60 days from the effective date of the vacancy to 1) appoint a successor or 2) call an election to fill the vacancy.
- If the Board does not appoint a successor or call an election within the 60 day time period, the County Board of Supervisors may appoint a successor or call an election. If the County Board of Supervisors does not act within 90 days, then there will be an election to fill the vacancy.
- Once an appointment is made, the Board must notify the County elections official of the appointment within 15 days from the date of the appointment.
- Because the vacancy occurred in the first half of former Director Reynolds' term of office and a least 130 days prior to the next general election, the person appointed will hold office until the next general election, which is November 3, 2026 and would be required to run for office in the November 2026 election if the person appointed wanted to continue serving. The person elected during the November 2026 election will hold office for the remaining balance of former Director Reynolds' term which is November 2028.

Ms. Rogren went over some key dates and a discussion among the Board members ensued. At the conclusion of the discussion, the following dates were determined if the Board decided to fill the Board vacancy by appointment:

March 25, 2026 - Deadline for potential candidates to submit a statement of interest
April 13, 2026 - Special Board Meeting to interview and consider candidates
April 24, 2026 - Deadline for Board of Directors to fill vacancy by appointment or call an election.

A draft Notice of Vacancy prepared by staff was reviewed with the Board, and the Board and staff made some revisions to the draft Notice of Vacancy based on the discussion.

The General Manager will coordinate with the President and Vice President to review the statements of interest as they are received.

President Feldman appointed Director Coverdell to fill former Director Reynolds position on the Facilities Committee.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to begin the process for filling the vacancy on the Board by appointment and authorize the General Manager to post the revised Notice of Vacancy

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

B. Discussion and Direction Regarding Recruitment of Next General Manager

Ms. Rogren noted that at the February 9, 2026 Board of Directors meeting, she announced her upcoming retirement in March, 2027. Ms. Rogren then summarized the next steps in recruiting for the next General Manager. The Board provided input to Ms. Rogren to solicit and obtain proposals from qualified executive recruitment firms with the goal of presenting the proposals to the Board for consideration at the April 14th Regular Board of Directors Meeting.

5) **ADJOURNMENT** - Special Board Meeting Adjourned at 11:06 a.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Bob Feldman, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 10, 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, and Director Chris Mickelsen

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

Also present:

Steve Richie, Assistant General Manager, Water, SFPUC and Allison Kastama, BAWSCA and Wholesale Customer Liaison, SFPUC
Former Director Glenn Reynolds

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT**

There was no public comment.

- 4) **CONSENT CALENDAR**

A. Approval of disbursements for the month ending February 28, 2026:

Claims: \$ 1,325,232.84; Payroll: \$ 261,513.02 for a total of \$ 1,586,745.86

February 2026 Monthly Financial Claims reviewed and approved by Director Mickelsen

B. Acceptance of Financial Reports

- C. Approval of Minutes of February 10, 2026, 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 2026
- G. Leak/Flushing Report – February 2026
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – January 2026
- J. Water Service Connection Transfer Report for February 2026
Acceptance of Water Utility System Improvement 390 Redondo Beach Road, Half Moon Bay – Jerome and Adrienne Schnell

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

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Director Coverdell reported that he and Director Mickelsen attended the Facilities Committee Meeting on March 9, 2026.

6) GENERAL BUSINESS

A. Recognize Former Director Glenn Reynolds for his Leadership and Dedicated Service on the Coastside County Water District Board of Directors.

Ms. Rogren recognized former Director Reynolds for his 14 years of service as a Board Member and expressed appreciation and acknowledged his numerous contributions to the District. Former Director Reynolds expressed his appreciation to Ms. Rogren for her kind words and thanked the Board members for the mutual respect shared among them, noting it had been an honor to serve alongside them.

Each Board member, in turn, expressed their gratitude to former Director Reynolds for his leadership and dedication to the District.

B. Pilarcitos Dam and Reservoir Improvements Project: Status Update - Presentation by San Francisco Public Utilities Commission.

President Feldman introduced Mr. Steve Richie, Assistant General Manager, Water, San Francisco Public Utilities Commission (SFPUC) and Allison Kastama, BAWSCA and Wholesale Customer Liaison, SFPUC.

Mr. Ritchie presented an overview of the Pilarcitos Dam and Reservoir Improvements Project, including concerns raised by the Division of Safety of Dams (DSOD) and options for addressing those concerns. He noted that on October 9, 2025, the SFPUC met with DSOD to discuss the proposed Capital Improvement Plan (CIP) for the regional dams. An updated CIP plan letter was submitted to DSOD on February 2, 2025, and site visits to the three regional dams are scheduled for April 2026.

He also reviewed the updated implementation schedule, including interim upgrades to the Pilarcitos Dam facilities, long-term improvements, and current operations.

C. Authorize the General Manager to Procure a Hurricane 200 Blower for Half Moon Bay Tank 1.

Ms. Rogren reported that the new Carter Hill prestressed concrete tank is nearing completion and that staff recommends proceeding with the purchase of a blower/ventilation system for THM control, to be installed on the tank roof. She then turned the presentation over to Mr. Donovan, who explained that the primary purpose of the blower is to continuously evacuate air from the tank headspace – between the water surface and the roof – working in conjunction with the tank mixer to reduce the formation of disinfection byproducts, particularly trihalomethanes (TTHMs).

Staff obtained quotes for two comparable blower/ventilation systems, with the Hurricane 200 Blower identified as the lower-cost option. Mr. Donovan then responded to questions from the Board.

ON MOTION BY Director Coverdell and seconded by Vice President Muller, the Board voted by roll call vote to authorize the General Manager to purchase a Hurricane 200 Blower for Half Moon Bay Tank #1 from Doane & Hartwig Water Systems, Inc., for \$37,270.

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

D. Consider Resolution 2026-02 Concurring in Nomination of John H. Weed of the Alameda County Water District to the California Water Insurance Fund Board of the Association of California Water Agencies Joint Powers Insurance Authority (“ACWA-JPIA”).

ACWA-JPIA has invited member agencies to submit nominations to fill two vacancies on the ACWA-JPIA California Water Insurance Fund Board. John H. Weed of the Alameda County Water District has requested the Districts’ support of his nomination by submitting a concurring resolution.

ON MOTION BY Vice President Muller and seconded by Director Mickelsen, the Board voted by roll call vote to adopt resolution 2026-02 concurring in nomination of John H. Weed of Alameda County Water District to the California Water Insurance Fund Board of the Association of California Water Agencies Joint Powers Insurance Authority (“ACWA-JPIA”).

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

E. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #17

Mr. Donovan provided an update on the progress made on the Carter Hill Prestressed Tank and Seismic Upgrades Project during February 2026.

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager’s Report

- Ms. Rogren summarized that at the SFPUC annual Wholesale Meeting on February 19, 2026, SFPUC staff reported the preliminary estimated SFPUC rate increase is 7.4% to be effective July 1, 2026.
- Ms. Rogren reported that on March 2, 2026, the District received a second update to the Water Supply Availability Estimate from SFPUC. She noted that a final update is expected in early April following the last snow survey of the year. Current conditions indicate a reasonable probability that SFPUC will be able to meet full customer demand this year.

B. Operations Report

Mr. Sturdivan summarized the operation highlights for the month of February 2026.

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

There were no requests for future agenda items.

9) **ADJOURNMENT - Board Meeting Adjourned at 7:17 p.m.**

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Bob Feldman, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

FY 2025 / 2026

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase							1						1
5/8" meter	1		1		2	1			3				8
3/4" meter									1				1
1" meter													0
1 1/2" meter													0
2" meter	1												1
1"													0
HMB Priority													
0.5" capacity increase							1						1
5/8" meter													0
3/4" meter													0
1" meter													0
1 1/2" meter													0
2" meter													0
6" meter													0
County Non-Priority													
0.5" capacity increase													0
5/8" meter				1		1	1						3
3/4" meter		1											1
1" meter													0
County Priority													
5/8" meter		1											1
3/4" meter									1				1
1" meter													0
1.5" meter													0
2" meter													0
Totals	2	2	1	1	2	2	3	0	5	0	0	0	18

5/8" meter = 1.0 connection
 3/4" meter = 1.5 connections
 1" meter = 2.5 connections
 1.5" meter = 5.0 connections
 2" meter = 8 connections
 3" meter = 17.5 connections

FY 25/26 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	1.0		1.0		2.0	1.0	0.5		4.5				10.0
HMB Priority							0.5						0.5
County Non-Priority		0.5		1.0		1.0	1.0						3.5
County Priority		1.0							1.5				2.5
Total	1.0	1.5	1.0	1.0	2.0	2.0	2.0	0.0	6.0	0.0	0.0	0.0	16.5

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2026

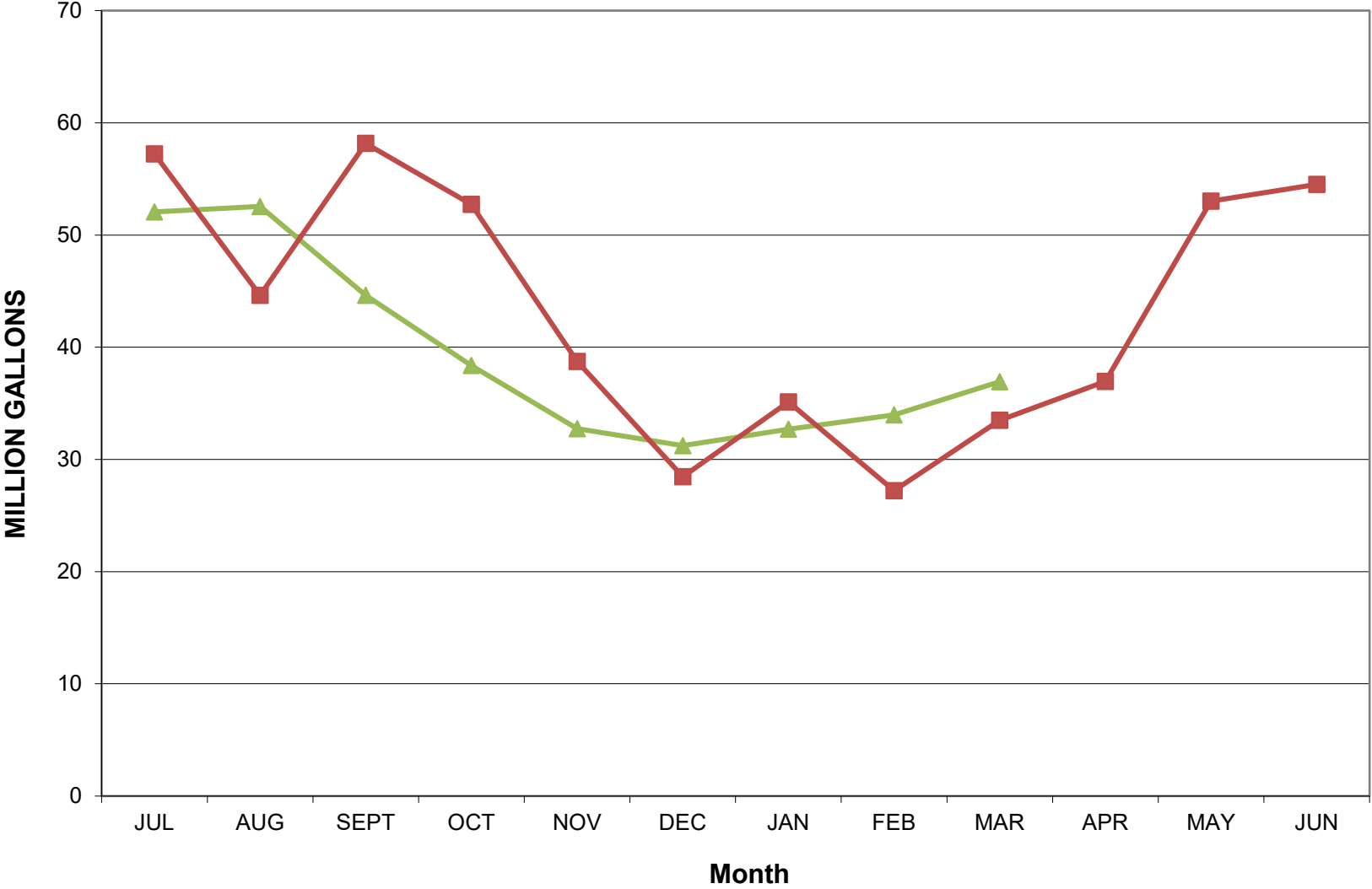
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.00	17.60	0.00	26.99	11.50	56.09	4.04	52.05
AUG	0.00	15.80	0.00	29.56	11.56	56.92	4.37	52.55
SEPT	0.00	13.00	0.00	26.69	7.77	47.46	2.84	44.62
OCT	0.00	7.60	0.00	24.10	9.28	40.98	2.62	38.36
NOV	0.00	14.30	14.83	5.84	1.08	36.05	3.30	32.75
DEC	0.00	11.50	13.85	9.03	0.00	34.38	3.15	31.23
JAN	0.00	10.40	18.86	6.29	0.00	35.55	2.86	32.69
FEB	0.00	11.60	13.74	8.17	2.20	35.71	1.73	33.98
MAR	0.00	21.30	13.91	1.93	3.78	40.92	4.00	36.92
APR						0.00		0.00
MAY						0.00		0.00
JUN						0.00		0.00
TOTAL	0.00	123.10	75.19	138.60	47.17	384.06	28.91	355.15
% MONTHLY TOTAL	0.0%	31.4%	0.0%	48.1%	20.5%	100.0%	7.2%	92.8%
% ANNUAL TO DATE TOTAL	0.0%	32.1%	19.6%	36.1%	12.3%	100.0%	7.5%	92.5%

CCWD vs SFPUC- month 31.4%
 CCWD vs SFPUC- annual 51.6%

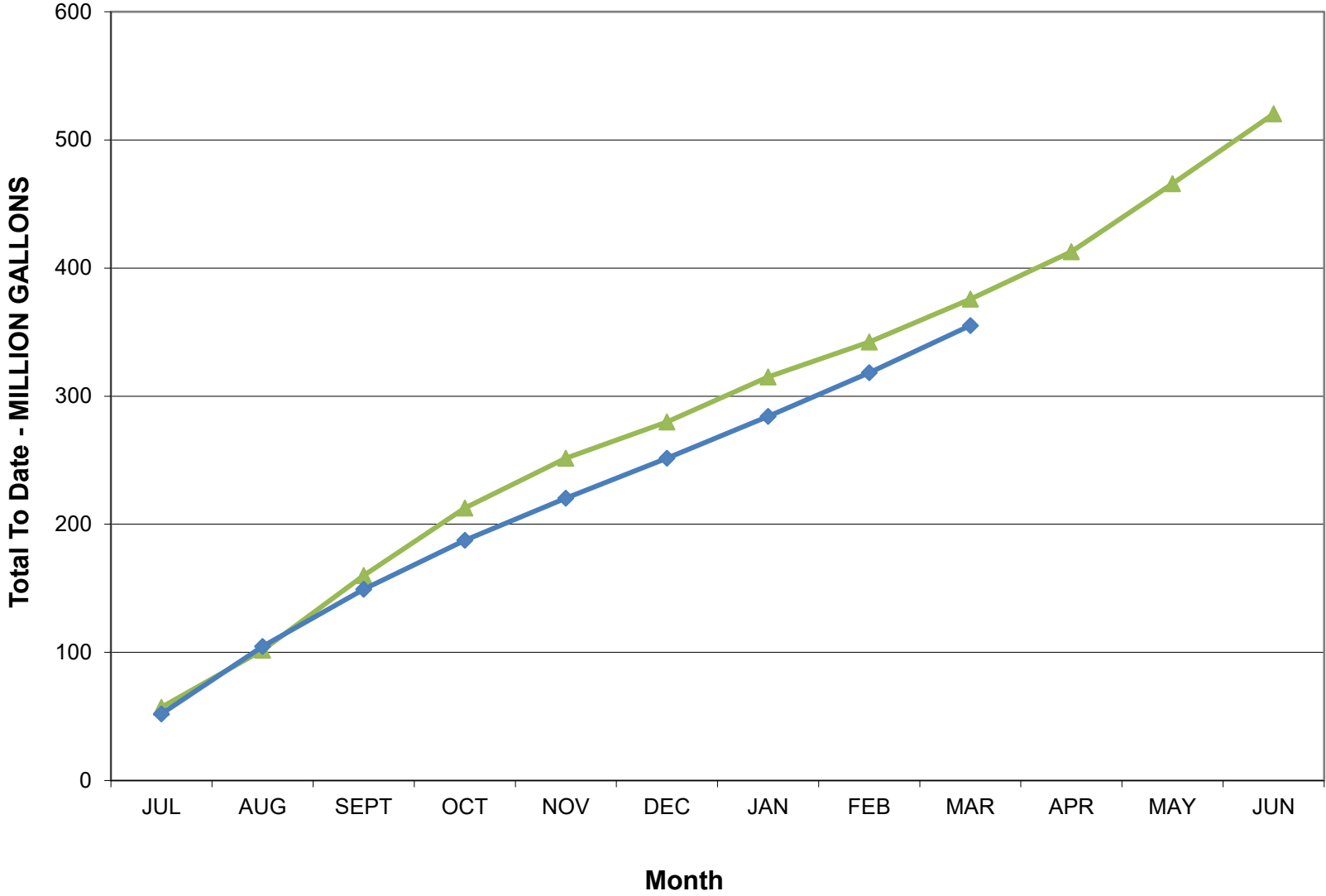
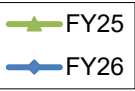
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2025

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.00	13.20	0.00	26.41	21.34	60.95	3.73	57.22
AUG	0.00	14.60	0.00	9.07	24.80	48.47	3.84	44.63
SEPT	0.00	14.90	0.00	0.00	46.17	61.07	2.91	58.16
OCT	0.00	0.00	0.00	24.84	30.12	54.96	2.24	52.72
NOV	0.00	0.00	17.88	18.89	4.16	40.93	2.21	38.72
DEC	0.00	0.00	16.94	13.76	0.00	30.70	2.24	28.46
JAN	0.00	0.00	19.03	14.88	3.45	37.36	2.23	35.13
FEB	0.00	0.00	16.4	12.83	0.06	29.29	2.07	27.22
MAR	0.00	1.60	17.89	14.08	3.15	36.72	3.22	33.50
APR	0.01	14.20	0.00	22.44	3.44	40.08	3.12	36.96
MAY	0.00	19.50	0.00	28.47	8.08	56.05	3.04	53.01
JUN	0.00	20.10	0.00	29.32	8.96	58.38	3.86	54.52
TOTAL	0.01	98.10	88.14	214.99	153.73	554.97	34.71	520.26
% Annual Total	n/a	17.7%	15.9%	38.7%	27.7%	0.0%	6.3%	93.7%

Monthly Production FY 25 vs 26



Cumulative Production FY25 vs FY26



MONTH		March-26		Coastside County Water District Monthly Discharge Report								
EMERGENCY MAIN AND SERVICE REPAIRS												
C o u n t	Date Reported Discovered	Time Reported	Date Repaired	Time Repaired	Estimated Duration of Leak	(Identifier) Location	Estimated Water Volume Loss (MG)	Class Type	Material Type	Size (Inches)	Work Order Number	
1												
2												
3												
4												
5												
6												
7												
8												
Total							0.000					

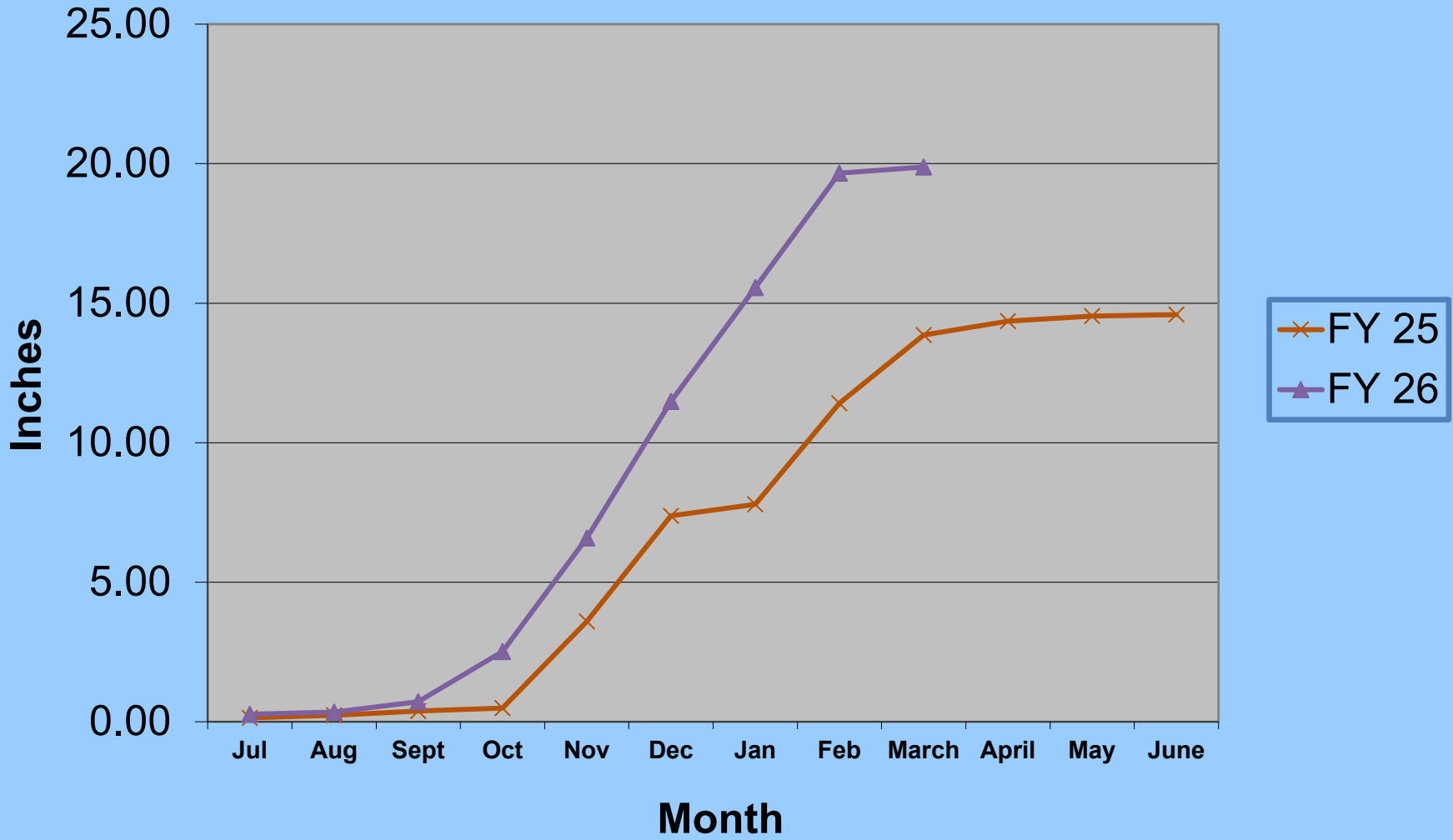
OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.010
Reservoir Cleaning	0.000
Automatic Blowoffs	0.192
Dewatering Operations	0.000
Other (includes flow testing)	0.010
DISCHARGES GRAND TOTAL (MG)	
0.212	

Coastside County Water District
 766 Main Street
 July 2025 - June 2026

Nunes
 Rainfall in Inches

	2025						2026					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0.01	0.00	0.00	0.02	0.00	0.00	0.70	0.00	0.00			
2	0.01	0.02	0.00	0.45	0.00	0.00	0.18	0.00	0.09			
3	0.00	0.00	0.00	0.00	0.00	0.00	0.09	0.00	0.00			
4	0.00	0.00	0.00	0.00	0.00	0.00	1.30	0.00	0.01			
5	0.00	0.00	0.00	0.00	0.06	0.00	1.53	0.00	0.00			
6	0.00	0.00	0.00	0.00	0.00	0.00	0.08	0.00	0.00			
7	0.00	0.00	0.00	0.00	0.00	0.00	0.07	0.00	0.00			
8	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.03	0.00			
9	0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.01	0.00			
10	0.00	0.00	0.11	0.00	0.00	0.00	0.00	0.27	0.00			
11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.44	0.00			
12	0.00	0.00	0.00	0.00	0.01	0.00	0.00	0.04	0.00			
13	0.00	0.00	0.00	1.29	1.80	0.00	0.00	0.00	0.00			
14	0.00	0.04	0.00	0.00	0.00	0.00	0.00	0.09	0.00			
15	0.02	0.00	0.01	0.01	0.24	0.00	0.00	0.26	0.00			
16	0.00	0.00	0.00	0.00	0.40	0.00	0.00	1.00	0.00			
17	0.01	0.00	0.00	0.00	1.36	0.54	0.00	0.55	0.00			
18	0.00	0.00	0.05	0.00	0.02	0.01	0.00	0.26	0.00			
19	0.00	0.00	0.00	0.00	0.00	0.28	0.00	0.80	0.00			
20	0.00	0.00	0.00	0.00	0.18	0.13	0.00	0.00	0.00			
21	0.03	0.00	0.00	0.00	0.00	0.06	0.00	0.00	0.00			
22	0.05	0.00	0.00	0.00	0.00	0.75	0.00	0.00	0.00			
23	0.00	0.00	0.00	0.00	0.00	0.13	0.00	0.02	0.00			
24	0.00	0.00	0.00	0.00	0.00	0.58	0.00	0.19	0.00			
25	0.02	0.00	0.10	0.03	0.00	1.57	0.00	0.14	0.00			
26	0.03	0.00	0.00	0.00	0.00	0.09	0.00	0.00	0.00			
27	0.05	0.00	0.00	0.00	0.00	0.03	0.00	0.00	0.00			
28	0.00	0.02	0.04	0.00	0.00	0.00	0.13	0.00	0.00			
29	0.00	0.00	0.05	0.00	0.00	0.00	0.00		0.00			
30	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00			
31	0.02	0.00		0.00		0.72	0.00		0.12			
Mon.Total	0.27	0.08	0.37	1.80	4.07	4.89	4.08	4.10	0.22	0.00	0.00	0.00
Year Total	0.27	0.35	0.72	2.52	6.59	11.48	15.56	19.66	19.88	19.88	19.88	19.88

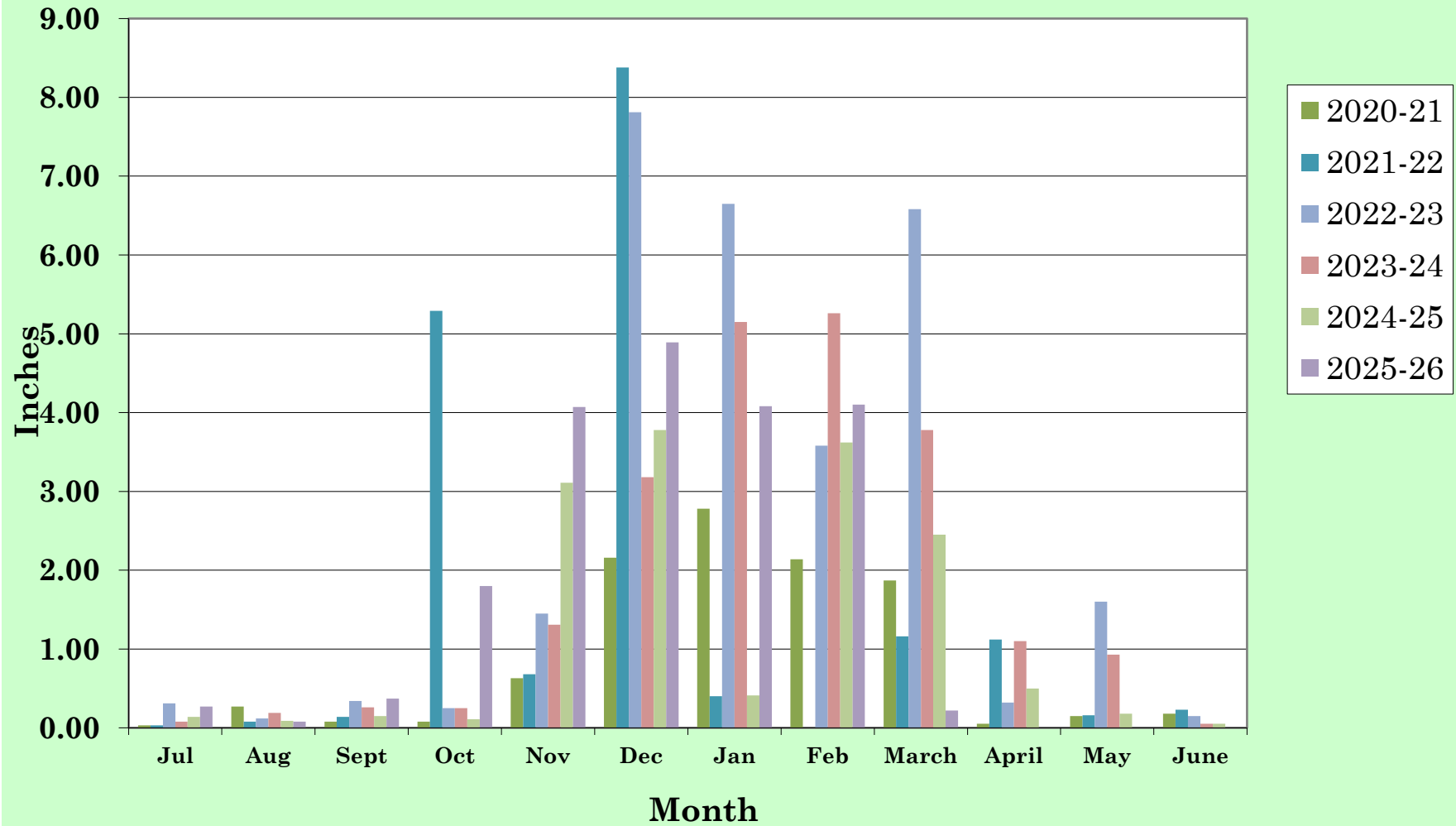
Rainfall Total Comparison Fiscal Years 2025-26 vs. 2024-25



Coastside County Water District

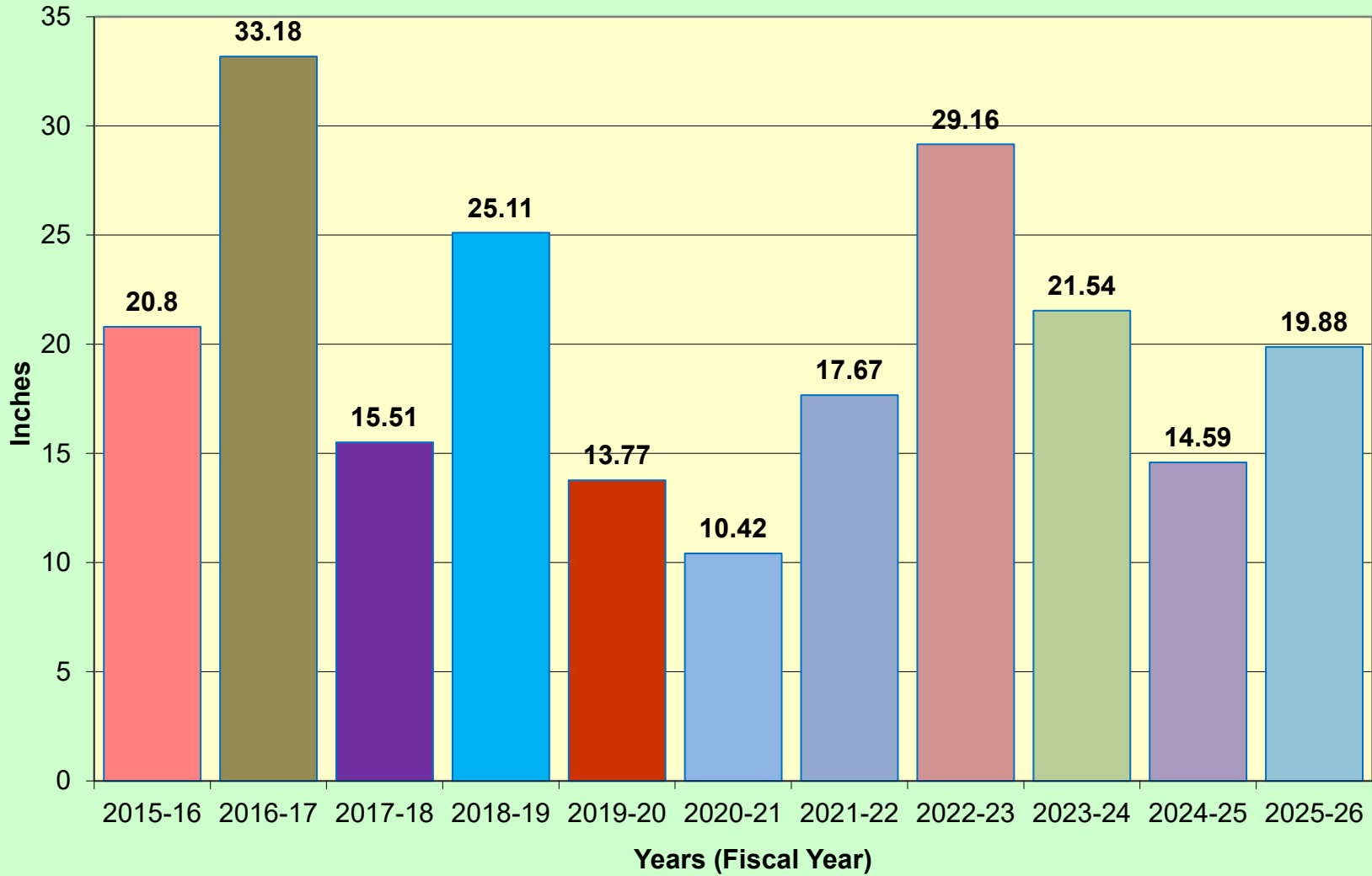
Rainfall by Month

Fiscal Years 2021 - 2026



Rain Totals

Fiscal Years 2016- 2026



San Francisco Public Utilities Commission

Hydrological Conditions Report

February 2026

B. Barry, H. Forrester, L. Stewart, R. Walters
Prepared March 2, 2026



In late February, Moccasin Reservoir was drained via Gate 3 (foreground right) to facilitate a Division of Safety of Dams (DSOD) inspection, work on Moccasin Gate Tower (background center), and to cycle the water in Moccasin Reservoir prior to returning to service. Moccasin Reservoir has refilled and returned to regular service, and deliveries to the SJPL have resumed, marking the end of the 2025/2026 Hetch Hetchy Winter Shutdown.

System Storage

Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1. Current System Storage as of March 1, 2026							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	314,882		340,830		25,948		92%
Cherry Reservoir ²	239,737		268,811		29,074		89%
Lake Eleanor ³	23,076		23,355		279		99%
Water Bank ⁴	586,587		586,587		0		100%
Tuolumne Storage	1,164,282		1,219,583		55,301		95%
Local Bay Area Storage							
Calaveras Reservoir	68,835	22,430	96,670	31,500	27,835	9,070	71%
San Antonio Reservoir	44,367	14,457	52,506	17,109	8,139	2,652	85%
Crystal Springs Reservoir	49,787	16,223	68,743	22,400	18,957	6,177	72%
San Andreas Reservoir	14,565	4,746	18,898	6,158	4,333	1,412	77%
Pilarcitos Reservoir	1,863	607	3,118	1,016	1,255	409	60%
Total Local Storage	179,417	58,463	239,935	78,183	60,519	19,720	75%
Total System	1,343,699		1,459,519		115,820		92%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates de-activated.

² Maximum Cherry Reservoir storage with flashboards removed.

³ Maximum Lake Eleanor storage with two rows of flashboards in spillway log chute.

⁴ Additional Water Bank storage is derived from flood storage encroachment in Don Pedro

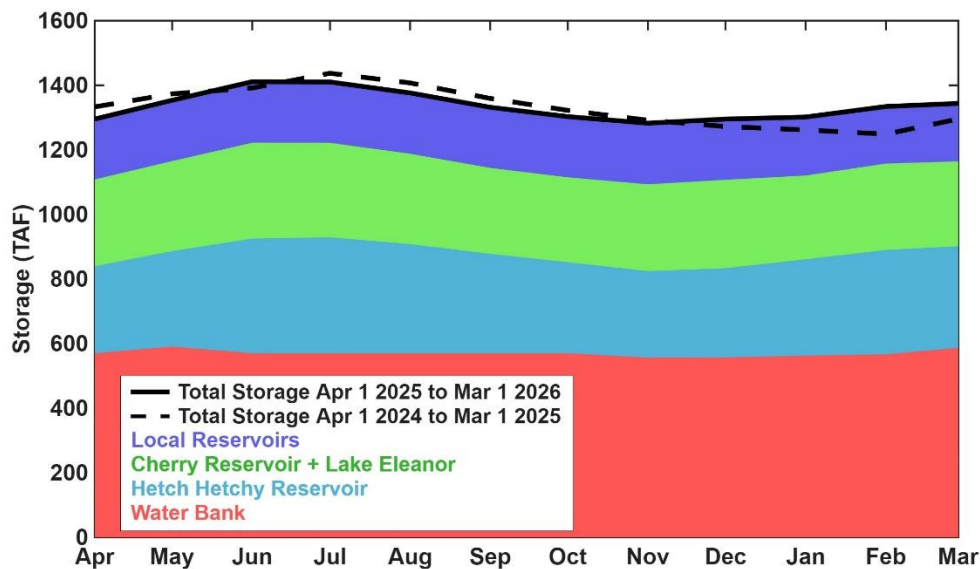


Figure 1: Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage for the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The February 2026 six-station precipitation index was 5.62 inches.

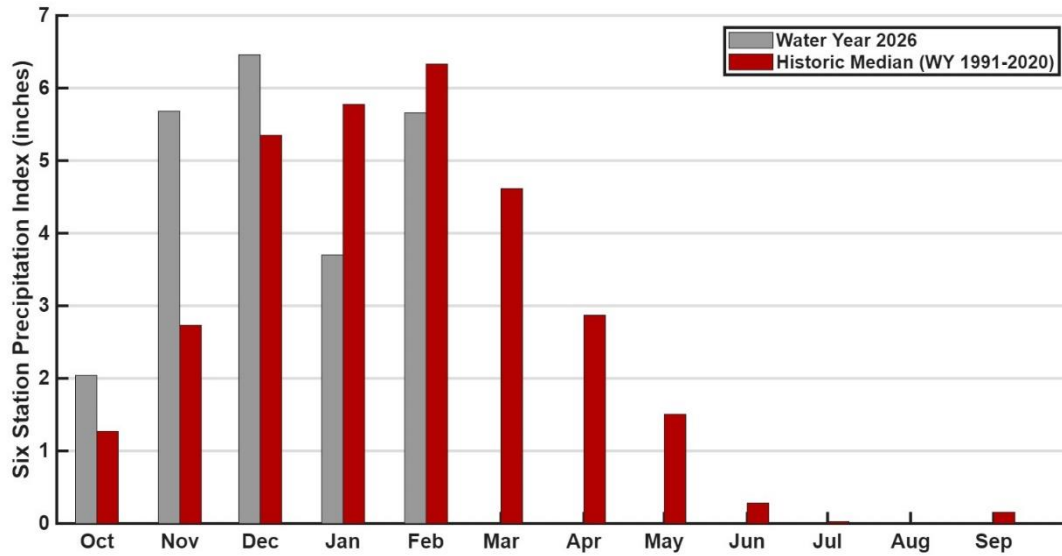


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians as of March 1. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: The cumulative six-station precipitation index for Water Year (WY) 2026 is 23.48 inches, which is 109% of the median to-date. The Hetch Hetchy Weather Station received 4.70 inches of precipitation in February resulting in a total of 23.00 inches for WY 2026, or 98% of the WY median to-date. The cumulative WY 2026 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

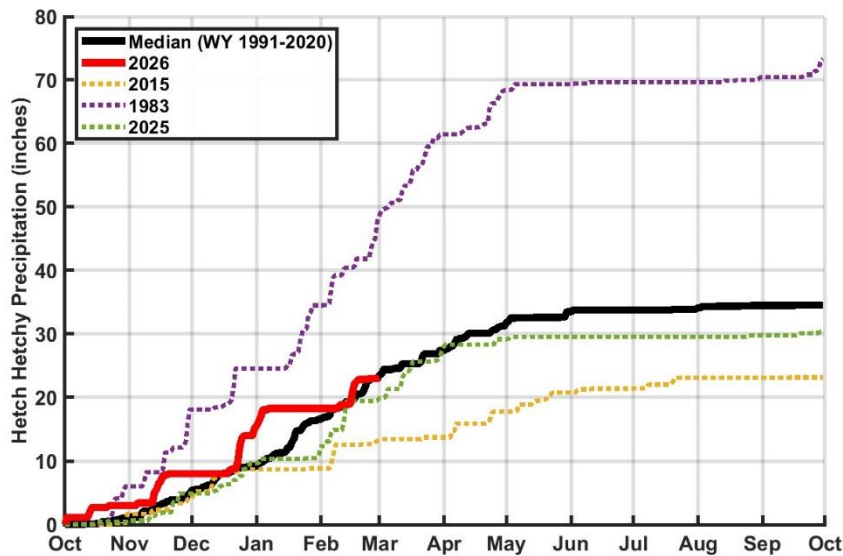


Figure 3: Water Year 2026 cumulative precipitation measured at Hetch Hetchy Weather Station as of March 1. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2025 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for February 2026 and Water Year 2026 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
All flows are in acre-feet ¹	February, 2026				October 1, 2025 through February 28, 2026			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	34,479	24,955	28,507	121%	149,568	80,560	94,642	158%
Inflow to Cherry Lake and Lake Eleanor	30,506	28,202	34,090	89%	167,687	105,331	117,924	142%
Tuolumne River at LaGrange	131,256	110,828	157,781	83%	546,492	321,388	453,206	121%
Water Available to City	42,265	21,977	65,803	64%	187,243	57,889	187,922	100%

¹Hydrologic Record: 1991-2020

Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) increased from 0 MGD to 144 MGD on February 22.

Hetch Hetchy Reservoir power draft and stream release totaled 42,801 acre-feet during the month of February. Required minimum instream release during February was 60 cfs (Year Type A) plus 64 cfs when Canyon Tunnel power draft exceeded 920 cfs. The required minimum instream release during March is also 60 cfs (Year Type A).

Cherry Reservoir power draft and stream release totaled 29,712 acre-feet during the month of February. The required minimum instream release for February was 5 cfs and remains 5 cfs for March.

Lake Eleanor stream release totaled 5,399 acre-feet during the month of February. 5,940 acre-feet of water was transferred to Cherry Reservoir via the Cherry-Eleanor Pumping Station. Required minimum instream release for February was 5 cfs and increases to 10 cfs in March.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant production rate for the month was 33 MGD. The Sunol Valley Water Treatment Plant production rate for the month was 86 MGD.

Regional System Water Delivery

The average February delivery rate was 169 MGD which is an 11.7% increase compared to the January delivery rate of 151 MGD.

Local Precipitation

The rainfall summary for February 2026 and Water Year 2026 is presented in Table 3.

Weather Station Location	February 2026		October 1, 2025 through February 28, 2026	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	6.47	90%	29.54	118%
Lower Crystal Springs Reservoir	4.34	90%	20.93	126%
Calaveras Reservoir	5.27	146%	17.76	138%

*Mean Period = WY 1991-2020

Snowpack, Water Supply and Planned Water Supply Management

Air temperatures in the Tuolumne River Basin were slightly above normal and precipitation approximately normal during February. Most of the month's precipitation fell in mid-February during an anomalously cold low-pressure event, which delivered 4 to 7 inches of precipitation throughout the basin. The snow level of this storm lowered from approximately 5,000 feet to below 2,000 feet, delivering patchy snow to Priest Reservoir and significantly augmenting upcountry snowpack. This heavy snow event was followed by a modest, warm rain event, which accelerated low-elevation snowmelt. The mid-February storm and subsequent snowmelt resulted in elevated flows on the Tuolumne River, producing 42,265 acre-feet of Water Available to the City (WAC) in February (Figure 4).

Hetch Hetchy Reservoir is drafting via minimum instream releases and discretionary power draft at Kirkwood to manage the reservoir toward seasonal targets. Cherry Reservoir is drafting via minimum instream releases and Holm power draft to manage toward seasonal targets. The Cherry-Eleanor Pumps were active through most of February except for an eight-day outage resulting from a loss of line power. The Pumps are expected to remain online through the end of spring runoff. Lake Eleanor remained nearly full throughout February and is now full and spilling. Power draft at all Powerhouses is expected to remain elevated throughout the end of runoff. All upcountry reservoirs are projected to reach maximum storage by the end of runoff with spill expected from Hetch Hetchy Reservoir and Lake Eleanor. Water Bank is expected to remain nearly full throughout spring.

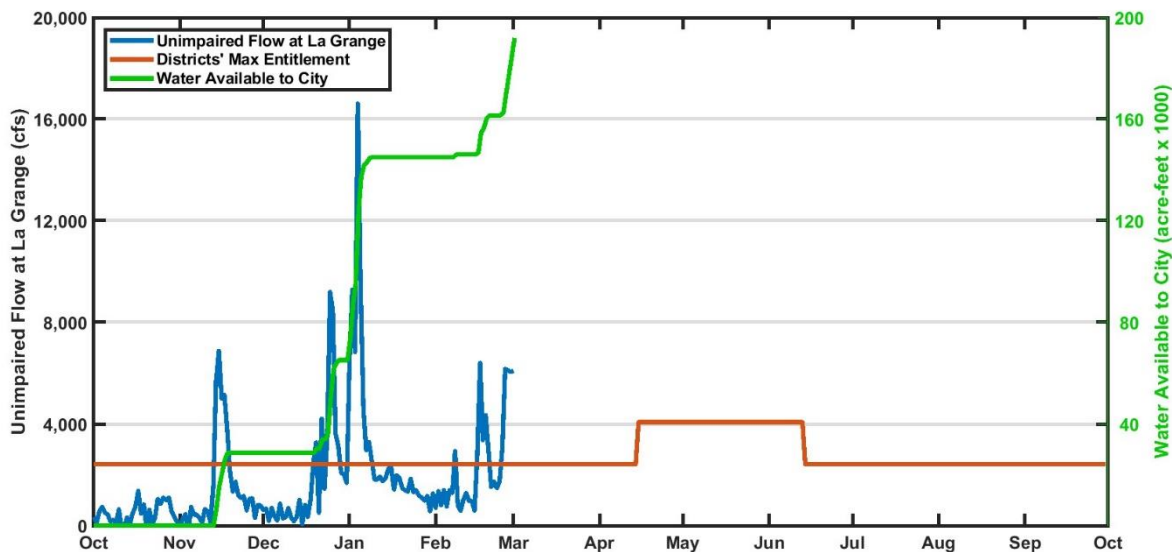


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

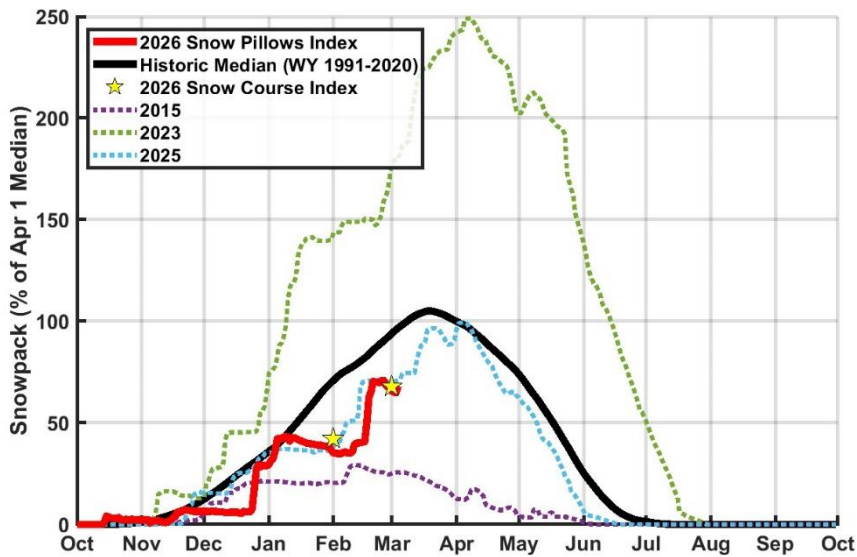


Figure 5: Current water year 10-Station Snow Pillows Index as of March 1 (red line), based on real-time snow water equivalent measurements in the Tuolumne Basin. Historic median, wet and dry years, and previous water year are included for comparison purposes.

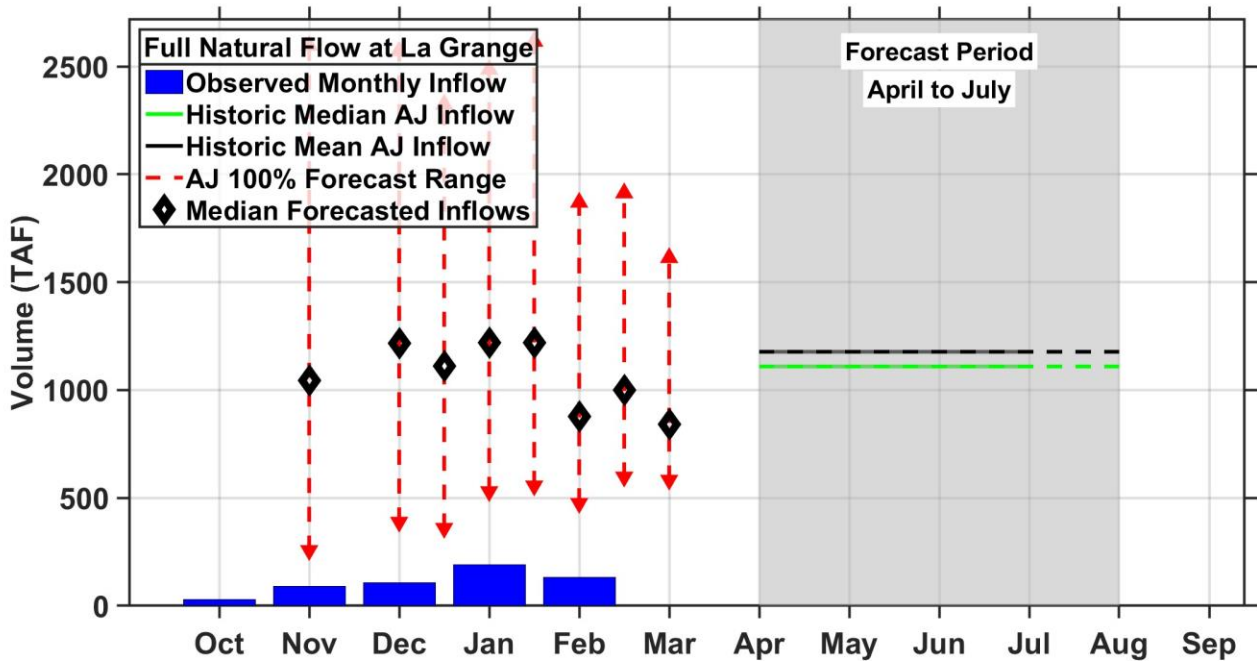


Figure 6: Water Supply Forecast Model of runoff (April to July) on the Tuolumne River at La Grange. This model is driven by precipitation from October to February, and by snow survey data from February through June. The forecast range decreases as time passes due to reduced potential future precipitation.

San Francisco Public Utilities Commission

Hydrological Conditions Report

March 2026

B. Barry, H. Forrester, L. Stewart, R. Walters
Prepared April 1, 2026



2026 Upper Tuolumne Ecosystem Program (UTREP) releases from O'Shaughnessy Dam peaked at approximately 5600 cubic feet per second for five hours on March 26th. These valve releases were aligned with a period of snowmelt-driven elevated runoff during a historic March heatwave. March 2026 was among the driest and hottest Marches on record. Upcountry reservoirs have seen multiple weeks of elevated inflows and rapid decline in watershed snowpack, prompting unusually early reservoir storage increases and the UTREP release pictured above.

System Storage

Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1. Current System Storage as of April 1, 2026							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	334,282		360,360		26,078		93%
Cherry Reservoir ²	258,263		268,811		10,548		96%
Lake Eleanor ³	24,286		25,216		930		96%
Water Bank ⁴	594,610		594,610		0		100%
Tuolumne Storage	1,211,441		1,248,997		37,556		97%
Local Bay Area Storage							
Calaveras Reservoir	66,104	21,540	96,670	31,500	30,566	9,960	68%
San Antonio Reservoir	44,444	14,482	52,506	17,109	8,062	2,627	85%
Crystal Springs Reservoir	47,605	15,512	68,743	22,400	21,139	6,888	69%
San Andreas Reservoir	15,246	4,968	18,898	6,158	3,652	1,190	81%
Pilarcitos Reservoir	1,912	623	3,118	1,016	1,206	393	61%
Total Local Storage	175,311	57,125	239,936	78,183	64,625	21,058	73%
Total System	1,386,752		1,488,933		102,181		93%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flashboards removed.

³ Maximum Lake Eleanor storage with two rows of flashboards in spillway.

⁴ Additional Water Bank storage is derived from flood storage encroachment in Don Pedro

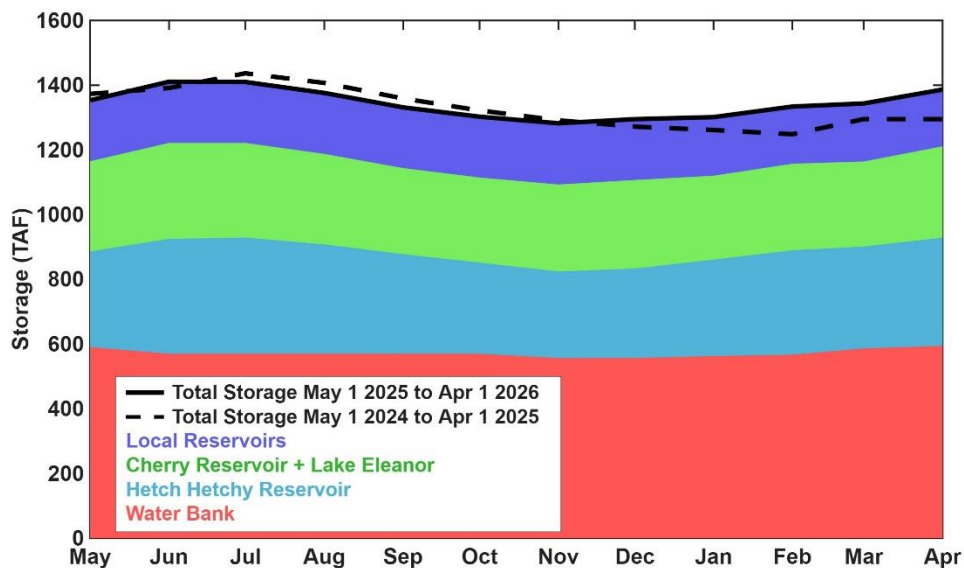


Figure 1: Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage for the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The March 2026 six-station precipitation index was 0.67 inches.

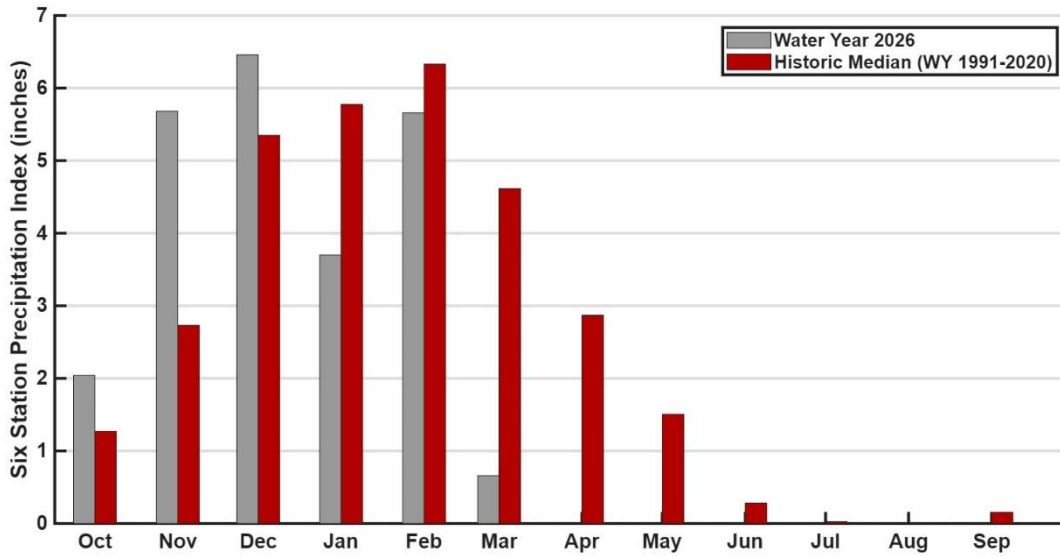


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians as of April 1. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: The cumulative six-station precipitation index for Water Year (WY) 2026 is 24.15 inches, which is 93% of the median to-date. The Hetch Hetchy Weather Station received 0.88 inches of precipitation in March resulting in a total of 23.88 inches for WY 2026, or 87% of the WY median to-date. The cumulative WY 2026 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

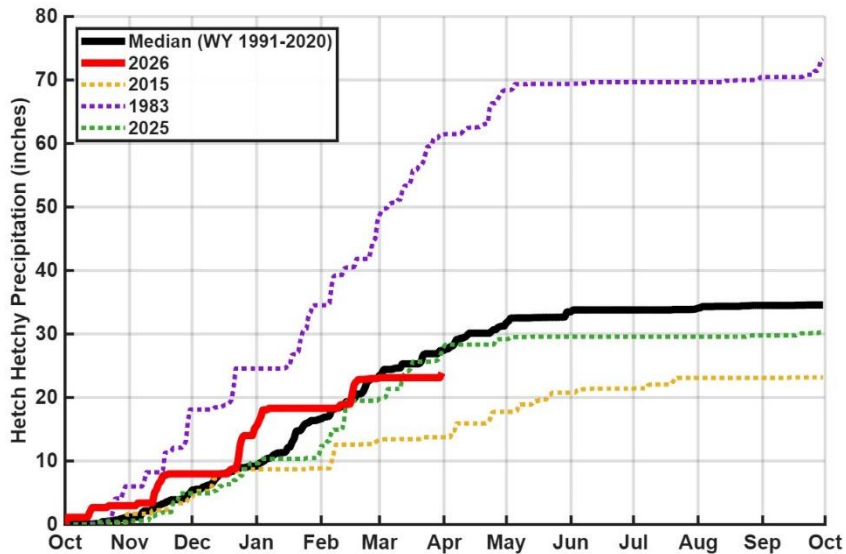


Figure 3: Water Year 2026 cumulative precipitation measured at Hetch Hetchy Weather Station as of April 1. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2025 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for March 2026 and Water Year 2026 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
All flows are in acre-feet ¹	March, 2026				October 1, 2025 through March 31, 2026			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	121,071	43,608	51,029	237%	270,639	122,770	145,672	186%
Inflow to Cherry Lake and Lake Eleanor	78,343	52,608	54,863	143%	246,030	157,675	172,787	142%
Tuolumne River at LaGrange	266,087	209,444	231,643	115%	812,578	538,755	684,849	119%
Water Available to City	118,606	75,668	98,048	121%	305,849	152,587	285,970	107%

¹Hydrologic Record: 1991-2020

Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) increased from 144 MGD to 150 MGD on March 17.

Hetch Hetchy Reservoir power draft and stream release totaled 101,667 acre-feet during the month of March. Required minimum instream release during March was 60 cfs (Year Type A) plus 64 cfs when Canyon Tunnel power draft exceeded 920 cfs. The required minimum instream release during April is 75 cfs (Year Type A).

Cherry Reservoir power draft and stream release totaled 40,901 acre-feet during the month of March. The required minimum instream release for March was 5 cfs and remains 5 cfs for April.

Lake Eleanor stream release totaled 17,702 acre-feet during the month of March. 8,926 acre-feet of water was transferred to Cherry Reservoir via the Cherry-Eleanor Pumping Station. Required minimum instream release for March was 10 cfs and increases to 20 cfs on April 15.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant production rate for the month was 12 MGD. The Sunol Valley Water Treatment Plant production rate for the month was 35 MGD.

Regional System Water Delivery

The average March delivery rate was 198 MGD which is an 17.2% increase compared to the February delivery rate of 169 MGD.

Local Precipitation

The rainfall summary for March 2026 and Water Year 2026 is presented in Table 3.

Weather Station Location	March 2026		October 1, 2025 through March 31, 2026	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.19	4%	29.73	100%
Lower Crystal Springs Reservoir	0.12	4%	21.05	106%
Calaveras Reservoir	0.01	0.3%	17.77	111%

*Mean Period = WY 1991-2020

Snowpack, Water Supply and Planned Water Supply Management

Air temperatures in the Tuolumne River Basin were far above normal and precipitation far below normal during March. Modest precipitation events occurred at the beginning and end of the month. Otherwise, the month was dominated by unseasonably warm and dry conditions, accelerating spring snowmelt. Multiple consecutive days of record-setting high temperatures and the 28 consecutive days without observed rainfall in March demonstrate the historic abnormality of this month’s weather conditions. The unusually early seasonal snowmelt fueled elevated Tuolumne River flows, producing 118,606 acre-feet of Water Available to the City (WAC) in March (Figure 4).

Hetch Hetchy Reservoir is drafting via elevated instream releases and Kirkwood powerdraft to manage the reservoir toward seasonal targets. Cherry Reservoir is drafting via minimum instream releases and elevated Holm powerdraft to manage toward seasonal targets. The Cherry-Eleanor Pumps were active through most of March except for a one-day outage to accommodate scheduled line work. The Pumps are expected to remain on through the end of runoff. Lake Eleanor remained nearly full throughout March. Powerdraft at all powerhouses is expected to remain elevated throughout the end of runoff. All upcountry reservoirs are projected to reach maximum storage by the end of runoff with spill expected from Hetch Hetchy Reservoir and Lake Eleanor. Water Bank is expected to remain full through runoff.

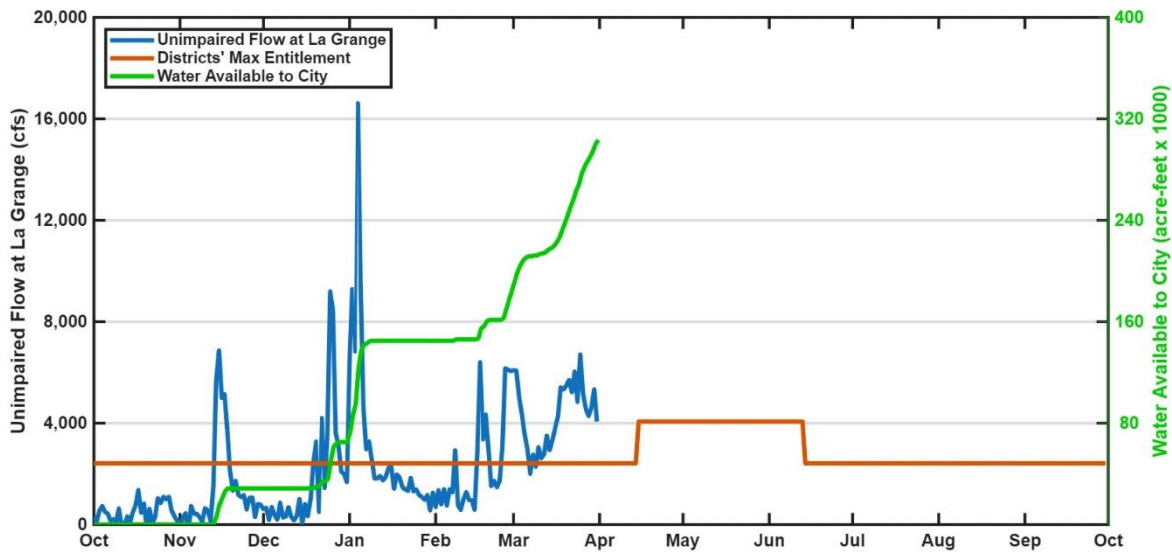


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

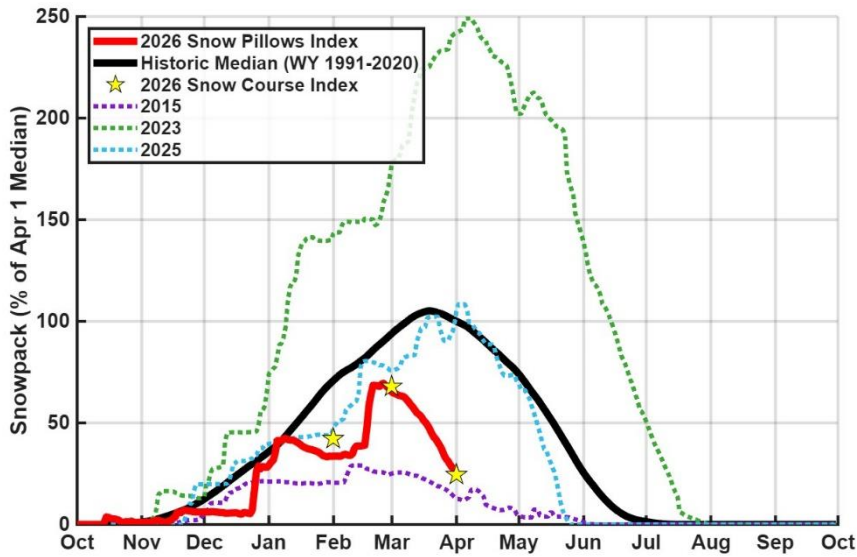


Figure 5: Current water year 10-Station Snow Pillows Index as of April 1 (red line), based on real-time snow water equivalent measurements in the Tuolumne Basin. Historic median, wet and dry years, and previous water year are included for comparison purposes.

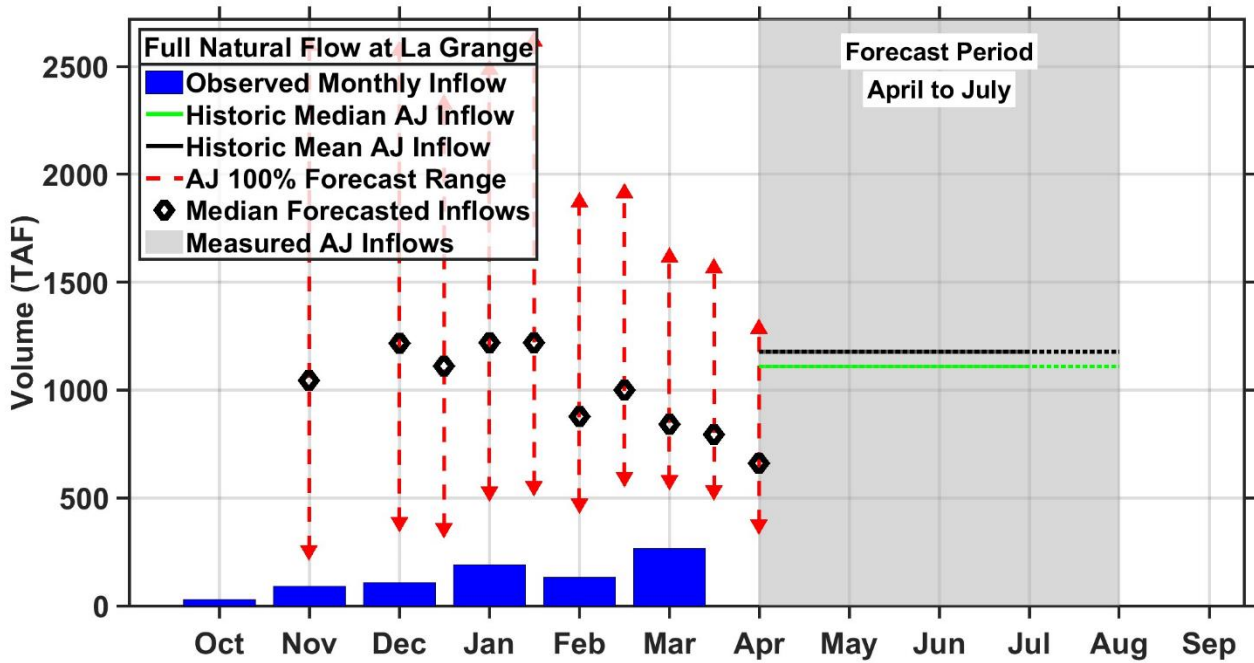


Figure 6: Water Supply Forecast Model of runoff (April to July) on the Tuolumne River at La Grange. This model is driven by precipitation from October to February, and by snow survey data from February through June. The forecast range decreases as time passes due to reduced potential future precipitation.

**WATER SERVICE CONNECTION TRANSFER REPORT
TRANSFERS APPROVED FOR THE MONTH OF MARCH 2026**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
047-152-040	Frederick G. Campbell	047-141-330	Zachary Peck	1-- 5/8"	March 5, 2026

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 14, 2026

Report Date: April 10, 2026

Agenda/Title: Notice of Completion – Carter Hill 16-Inch Valve Replacement Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Carter Hill 16-Inch Valve Replacement Project as complete.**
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.**
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.**

Background

Coastside County Water District entered into a contract with Andreini Bros, Inc. on July 9, 2025, with a revision date of October 22, 2025, for the Carter Hill 16-inch Valve Replacement Project.

The work consisted of removing two existing valves, tee and 110 feet of 16-Inch main and replace with all new.

The work was located within parcels of land owned by the Coastside County Water District. The site of the work is located at the Nunes Water Treatment Plant, located at 500 Lewis Foster Drive, in the unincorporated community of Half Moon Bay, California in San Mateo County (Assessor Parcel Number 056-310-270).

The work was completed on November 20, 2025, in accordance with District specifications.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET
HALF MOON BAY, CA 94019

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

1. The undersigned is an owner of an interest or estate in the hereafter described real property, the nature of which is: Fee Title

2. The full name and address of the undersigned is:

COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET
HALF MOON BAY, CALIFORNIA 94019

3. On April 14, 2026, there was completed upon the hereinafter described real property as a work of improvement as a whole named Carter Hill 16-Inch Valve Replacement Project. The work consisted of removing two existing valves, tee and 110 feet of 16-inch main and replace with all new.

4. The name of the original contractor for the work of improvement as a whole was: Andreini Bros., Inc., 151 Main Street, Half Moon Bay, CA 94019 San Francisco, CA 94105.

5. The real property herein referred to is situated in the County of San Mateo, State of California, and described as follows:

The work was located within parcels of land owned by the Coastside County Water District. The site of the work is located at the Nunes Water Treatment Plant, located at 500 Lewis Foster Drive, in the unincorporated community of Half Moon Bay, California in San Mateo County (Assessor Parcel Number 056-310-270).

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

COASTSIDE COUNTY WATER DISTRICT

BY: _____
Mary Rogren, Secretary

VERIFICATION

I, Mary Rogren, declare that I am the Secretary of the Coastside County Water District and am authorized to make this verification for that reason. I have read said Notice of Completion and know the contents thereof to be true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on April 14, 2026, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
Mary Rogren,
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 14, 2026

Report Date: April 10, 2026

Agenda Title: Administration of Oath of Office to Newly Appointed Director David Dickson

Recommendation/Motion:
Administer Oath of Office.

Background:

At the Special Board of Directors Meeting on April 3, 2026 by Resolution 2026-03 the Board of Directors appointed David Dickson to fill the Zone 1 vacancy. Mr. Dickson was the District's General Manager between 2007 to 2019.

OATH OF OFFICE

FOR

MEMBER OF BOARD OF DIRECTORS
COASTSIDE COUNTY WATER DISTRICT

I, David Dickson, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Date: April 14, 2026

David Dickson

Sworn to (or affirmed) before me

*Bob Feldman
President, Board of Directors
Coastside County Water District*

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Jeffrey Schneider, Assistant General Manager

Agenda: April 14, 2026

Report Date: April 10, 2026

Agenda Title: Overview of Draft FY 2026/27 O&M Budget and Budget Process Timeline

Recommendation / Motion:

Information Only.

Background:

Staff met with the Finance Committee on March 11, 2026 to review a draft of the FY 2026/27 Operations and Maintenance (O&M) Budget. The Finance Committee's guidance regarding the FY 2026/27 O&M Budget was largely focused on water revenue volumes, which are now projected to remain flat compared to the FY2025/26 forecast. Otherwise, the draft O&M Budget that is presented here is consistent with the version reviewed by the Finance Committee.

The Board will review the draft FY 2026/27 – FY2035/36 CIP Plan at its May 12, 2026 meeting.

At the June 9, 2026 Board of Directors meeting, the Board will be asked to approve the draft Fiscal Year 2026/27 O&M Budget and the draft Fiscal Year 2026/27 to Fiscal Year 2035/36 CIP Plan.

The attached Timeline lists key milestones for the annual Budget process, including Committee and Board reviews of the District's draft Fiscal Year 2026/27 Operations and Maintenance (O&M) Budget and draft Fiscal Year 2026/27 through Fiscal Year 2035/36 Capital Improvement Program (CIP). Key dates are also outlined for the District's on-going planning and reporting in support of the Strategic Priorities that were established at the Board's January 12, 2026 Strategic Planning Workshop.

Budget process updates will be presented at each Regular Board meeting through June.

Coastside County Water District Budget Process Timeline

(Includes milestones for Strategic Planning Priorities)

Date	Description
February, 9, 2026	Facilities Committee - Review of Draft FY26/27- FY35/36 Capital Improvement Program (CIP) Budget
March 9, 2026	Facilities Committee - 2 nd Review of Master Tank Plan
March 11, 2026	Finance Committee - Review of Draft FY26/27 Operations and Maintenance (O&M) Budget; Review of Draft FY26/27- FY35/36 Capital Improvement Program (CIP) Budget and Draft Long Term Financial Model
April 14, 2026 Regular Board Meeting	Present Draft of FY26/27 O&M Budget for Board Review
April 15, 2026 TBD <i>Special Board Meeting</i>	Strategic Planning Workshop - Presentation of the draft Master Tank Plan
April, 2026 TBD	Facilities Committee - Review of Draft FY26/27 - FY35/36 CIP Budget; <i>Establish Goals for Strategic Priorities: CIP and Alternative Water Sources</i>
May 12, 2026 Regular Board Meeting	Board Presentation of Draft FY26/27 - FY35/36 CIP Budget
May, 2026 TBD (as needed)	Facilities Committee - Review of Draft FY26/27 - FY35/36 CIP Budget
May 2026 TBD	Finance Committee - Review of Draft FY26/27 O&M Budget and Draft FY26/27- FY35/36 CIP Budget; <i>Establish Goals for Strategic Priority: Financial Sustainability - Financial Planning</i>
June 9, 2026 Regular Board Meeting	Board Approval of Draft FY26/27 O&M and Draft FY26/27 - FY35/36 CIP Budgets
July 2026	<i>First semi-annual Status Report - Strategic Priorities</i>

Draft Fiscal Year 2026/27 O&M Budget:

A summary of the Draft Fiscal Year 2026-27 O&M Budget as compared to the prior year's budget is presented below.

	FY2026/27	FY2025/26	Change from Prior	
	Draft Budget	Approved Budget	\$	%
REVENUE				
<i>Water Sales in Millions of Gallons</i>	504 MG	542 MG	-38 MG	(7.0%)
Water Revenue (*)	\$ 16,238,900	\$ 15,862,300	\$ 376,600	2.4%
Non-Operating Revenue	\$2,599,701	\$2,635,000	(\$35,299)	(1.3%)
Total Revenue	\$ 18,838,601	\$ 18,497,300	\$ 341,301	1.8%
OPERATING EXPENSES	\$ 12,646,093	\$ 12,298,011	\$ 348,083	2.8%
DEBT SERVICE	\$2,109,430	\$ 2,036,939	\$ 72,491	3.6%
CONTRIBUTION TO CIP AND RESERVES	\$ 4,083,078	\$ 4,162,350	\$ (79,273)	(1.9%)

(* An 8% rate increase is planned for January 18, 2027 and is reflected in the FY 2026/27 Draft Budget

The **revenue** budget reflects water sales of 504 million gallons (MG), a decrease of 38 MG from the prior year's budget, as projected volumes for the balance of FY 2025/26 and the entire FY 2026/27 Budget reflect flat volumes versus prior year. At \$16,239,000, water revenues are \$377,000 or 2.4%, above this year's budget, and \$1,212,000, or 8.1% above projected results for FY 2025/26 (this increase is solely related to the incorporation of the Board-approved 8% price increase to be implemented in mid-January 2027).

Non-operating revenues will decrease by \$35,000 versus this year's budget, primarily as a result of lower interest earnings as cash balances in FY 2025/26 were influenced by temporary influx of funds from its January, 2025 issuance of \$8.0 million of certificates of participation that partially funded the Carter Hill Pre-Stressed Concrete Tank project (These COP funds were exhausted by March, 2026). Nearly offsetting the projected decline in Interest Income are increases in Property Taxes and Excess ERAF funds.

Budgeted **operating expenses** are \$348,000, or 2.8% higher than the prior year's budget primarily due to inflationary increases. Please see Key Assumptions / Notes, below.

Debt service will increase by \$72,000, as FY 2026/27 reflects a full year of payments for the District's Certificates of Participation, issued in January, 2025 in support of the Carter Hill Tank project.

The resulting **contribution to CIP and Reserves** of \$4,083,000 is \$79,000 below the prior year's budget. Below is an outline of key assumptions for FY 2026/27 and notes related to variances versus the FY 2025/26 Budget. **Exhibit A** presents the Draft FY 2026/27 O&M Budget and compares it to the Approved Budget for FY 2025/26.

Key Assumptions / Notes:

1. Water Sales Rate Increase: 8% effective January 18, 2027
2. Interest Income reduction: \$160,000 below the FY2025/26 Budget and \$256,000 below FY 2025/26 Projections as \$8.0 million of funds raised in January, 2025 to partially finance the Carter Hill Tank project have been exhausted;
3. SFPUC water purchases: 7.4% increase in price per unit, which amounts to ~\$26,000 per 1ppt change in this rate; Note that the Raw Water discount is increasing from \$0.39 per unit to \$0.44 per unit, which will lower our annual SFPUC expense by \$20,000; 60% of the District's water supply is assumed to come from SFPUC
4. Personnel:
 - a. 1.75% COLA is confirmed and will be reflected in salaries in July, 2026
 - b. All but 3 staff will receive 2.5% step increases in July, 2026 following organizational adjustments approved by the Board in FY 2025/26
 - c. One position is assumed to be filled in FY 2026/27: maintenance worker
 - d. 3 months of overlap is assumed for GM (\$78,000 incl salary and benefits)
 - e. Medical and Dental Costs are assumed to increase by 10% and 6% respectively
5. Insurance:
 - a. Liability and Property are assumed to increase by 10%; Cybersecurity by 5%, and Workers Compensation by 13%
6. PG&E:
 - a. Crystal Springs Pump (CSP) Station is budgeted at \$500,000 to accommodate the unlikely event that the District must operate the CSP station beyond planned levels.
 - b. PG&E costs at other locations are assumed to increase by 10%

Draft 04.14.26

COASTSIDE COUNTY WATER DISTRICT

Operations & Maintenance Draft Budget - FY 2026-2027

		DRAFT FY 2026/2027 Budget	Approved FY 2025/2026 Budget	FY25/26 Budget Vs. Approved FY 25/26 Budget	
Account #	Description			\$ Change	% Change
OPERATING REVENUE					
4120	Water Sales (*)	\$ 16,238,900	\$15,862,300	\$ 376,600	2.4%
	Water Sales in MG	504 MG	542 MG	-38 MG	(7.0%)
Total Operating Revenue		\$ 16,238,900	\$15,862,300	376,600	2.4%
NON-OPERATING REVENUE					
4170	Hydrant Sales	\$60,000	\$60,000	\$0	0.0%
4180	Late Penalty	\$100,000	\$100,000	\$0	0.0%
4230	Service Connections	\$15,000	\$15,000	\$0	0.0%
4920	Interest Earned	\$225,000	\$385,000	(\$160,000)	(41.6%)
4930	Property Taxes	\$1,300,000	\$1,231,000	\$69,000	5.6%
4950	Miscellaneous	\$5,000	\$5,000	\$0	0.0%
4955	Cell Site Lease Income	\$244,701	\$239,000	\$5,701	2.4%
4965	ERAF Refund	\$650,000	\$600,000	\$50,000	8.3%
4970	Contributions - Grants	\$0	\$0	\$0	-
Total Non-Operating Revenue		\$2,599,701	\$2,635,000	(\$35,299)	(1.3%)
TOTAL REVENUES		\$18,838,601	\$18,497,300	\$341,301	1.8%
OPERATING EXPENSES					
5130	Water Purchased	\$2,537,783	\$2,750,676	(\$212,893)	(7.7%)
5130A	BAWSCA Bond Surcharge	\$209,004	\$122,664	\$86,340	70.4%
5230	Electrical Exp. Nunes WTP	\$75,900	\$72,100	\$3,800	5.3%
5231	Electrical Expenses, CSP	\$500,000	\$500,000	\$0	0.0%
5232	Electrical Expenses/Trans. & Dist.	\$41,400	\$38,300	\$3,100	8.1%
5233	Elec Exp/Pilarcitos Cyn	\$95,100	\$87,000	\$8,100	9.3%
5234	Electrical Exp., Denn	\$131,500	\$112,650	\$18,850	16.7%
5242	CSP - Operation	\$26,014	\$11,000	\$15,014	136.5%
5243	CSP - Maintenance	\$50,000	\$50,000	\$0	0.0%
5246	Nunes WTP Oper	\$89,500	\$89,500	\$0	0.0%
5247	Nunes WTP Maint	\$140,000	\$140,000	\$0	0.0%
5248	Denn. WTP Oper.	\$88,000	\$73,000	\$15,000	20.5%
5249	Denn WTP Maint	\$178,200	\$171,400	\$6,800	4.0%
5250	Laboratory Expenses	\$85,000	\$85,000	\$0	0.0%
5260	Maintenance Expenses	\$400,000	\$400,000	\$0	0.0%
5261	Maintenance, Wells	\$0	\$0	\$0	
5263	Uniforms	\$16,000	\$15,000	\$1,000	6.7%
5318	Studies/Surveys/Consulting	\$160,000	\$160,000	\$0	0.0%

Draft 04.14.26

COASTSIDE COUNTY WATER DISTRICT

Operations & Maintenance Draft Budget - FY 2026-2027

Account #	Description	DRAFT FY 2026/2027 Budget	Approved FY 2025/2026 Budget	FY25/26 Budget Vs. Approved FY 25/26 Budget	
				\$ Change	% Change
5321	Water Resources	\$18,000	\$18,000	\$0	0.0%
5322	Community Outreach	\$63,500	\$63,500	\$0	0.0%
5325	Water Shortage Program	\$0	\$0	\$0	
5381	Legal	\$150,000	\$125,000	\$25,000	20.0%
5382	Engineering	\$100,000	\$100,000	\$0	0.0%
5383	Financial Services	\$21,000	\$21,000	\$0	0.0%
5384	Computer Services	\$389,000	\$375,000	\$14,000	3.7%
5410	Salaries, Admin.	\$1,741,408	\$1,630,182	\$111,227	6.8%
5411	Salaries - Field	\$2,275,124	\$2,246,102	\$29,022	1.3%
5420	Payroll Taxes	\$292,001	\$292,382	(\$382)	(0.1%)
5435	Employee Medical Insurance	\$635,371	\$568,967	\$66,404	11.7%
5436	Retiree Medical Insurance	\$88,355	\$84,648	\$3,707	4.4%
5440	Employee Retirement	\$859,161	\$786,968	\$72,193	9.2%
5445	SIP 401a Plan	\$41,472	\$41,472	\$0	0.0%
5510	Motor Vehicle Exp.	\$80,000	\$80,000	\$0	0.0%
5620	Office, Billing & Facilities Expenses	\$400,000	\$400,000	\$0	0.0%
5625	Meetings/Training/Seminars	\$54,100	\$52,900	\$1,200	2.3%
5630	Insurance	\$363,500	\$314,900	\$48,600	15.4%
5687	Memberships & Subscriptions	\$129,900	\$126,900	\$3,000	2.4%
5688	Election Expense	\$20,000	\$0	\$20,000	
5689	Labor Relations	\$6,000	\$6,000	\$0	0.0%
5700	County Fees	\$34,800	\$33,900	\$900	2.7%
5705	State Fees	\$60,000	\$51,900	\$8,100	15.6%
5910	Loss/gain on disposal of assets	\$0	\$0	\$0	-
Total Operating Expenses		\$12,646,093	\$12,298,011	\$348,083	2.8%
CAPITAL ACCOUNTS					
5715	Existing Bond-CIEDB 11-099	\$334,819	\$334,998	(\$179)	(0.1%)
5716	CIEDB 16-111	\$320,337	\$320,883	(\$547)	(0.2%)
5717	Chase-2018 Loan	\$437,180	\$432,880	\$4,300	1.0%
5718	First Foundation Bank - 2022	\$417,295	\$417,365	(\$70)	(0.0%)
5719	Debt Service - 2025 COP Issuance	\$599,800	\$530,813	\$68,987	13.0%
Total Capital Accounts		\$2,109,430	\$2,036,939	\$72,491	3.6%
TOTAL REVENUE LESS TOTAL EXPENSE		\$4,083,078	\$4,162,350	(\$79,273)	

STAFF REPORT

To: Board of Directors

From: Jeffrey Schneider, Assistant General Manager
of Finance & Administration

Agenda: April 14, 2026

Report Date: April 10, 2026

Agenda Title: Quarterly Financial Review

Recommendation / Motion:

Information Only.

Background:

The attached Period Budget Analysis summarizes year-to-date revenue and expenses for the first nine months of Fiscal Year 2025-26. A summary of Capital Improvement Program (CIP) spend is also included in this staff report.

Highlights include:

- Year-to-date operating revenue is \$10,667,000 which is \$862,000, or 7.5%, below budget; actual water sales volume of 369.9 million gallons (MG) is 28.9 MG, or 7.2%, below the year-to-date budget for FY 2025-26, and 11.6 MG, or 3.0%, below last year.
- Year-to-date non-operating revenue is \$2,408,000 which is \$446,000, or 22.7%, above budget, which includes the following positive variances:
 - \$156,000 in Excess ERAF refunds;
 - \$134,000 in Miscellaneous Revenue, which includes an \$88,000 Water Recycling Program Planning grant and \$44,000 for a completed insurance claim for a service truck damaged in a recent winter storm;
 - \$85,000 of interest income due to higher-than-expected LAIF interest earnings;
 - \$78,000 in Property Tax remittances, largely timing of March/ April receipts;

Total Revenues are thus \$13,075,000, which is \$416,000, or 3.1%, below budget.

- Year-to-date operating expenses of \$7,814,000 are \$1,329,000, or 14.5%, below budget.

Variances of actual expenses versus budget include:

- \$634,000 in SFPUC water purchase savings as SFPUC volumes were 77.7 MG, or 28.6%, below budget, and 82.2 MG, or 30.7%, below last year;
 - \$351,000 savings in salaries and benefits, largely related to the timing of hiring in operations and in customer service, along with lower than budgeted overtime and temporary help;
 - \$177,000 savings in PG&E expenses, largely due to lower than budgeted use of the Crystal Springs pump station;
 - \$110,000 savings in operations and maintenance expenses;
 - \$18,000 in savings in Insurance expense related to a one-time refund of the District's share of the ACWA-JPIA's recently dissolved Underground Storage Tank Pollution Liability program.
 - \$39,000 of savings across a collection of operating expense accounts, largely related to timing versus budget assumptions.
- *The net impact of the revenue shortfall and O&M expense savings is a positive variance of \$913,000 for the first nine months of FY 2025-26.*

Cash Reserves:

The current cash balance as of March 31, 2026 is \$11,025,000.

Capital Improvement Program (CIP):

Year-to-date CIP spend totaled \$11,387,000 for the first nine months of FY 2025-26.

Major project year-to-date spending included:

- Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project (in construction to be completed Summer 2026) - \$8,361,000
- Upper Pilarcitos Well Field Replacements (construction) - \$1,743,000
- Highway 92 – Potable Water Pipeline Emergency Restoration Project (complete) - \$255,000
- Pilarcitos Canyon Culvert Replacement (complete) - \$179,000
- Tanks – THM Control (on-going) - \$155,000
- San Vicente / Denniston Water Supply Development (on-going) - \$145,000
- Potable Water Master Tank Plan (Feasibility) - \$119,000

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
For Nine Months Ending March 31, 2026

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance	Comments	
OPERATING REVENUE							
1-0-4120-00	Water Revenue -All Areas	11,529,200.00	10,667,191.71	(862,008.29)	-7.48%	Water volumes (369 MG) are 7.2% below budget and 3.0% below prior year	
TOTAL OPERATING REVENUE		11,529,200.00	10,667,191.71	(862,008.29)	-7.48%		
NON-OPERATING REVENUE							
1-0-4170-00	Water Taken From Hydrants	45,000.00	43,893.49	(1,106.51)	-2.46%	Higher than expected YTD LAIF balances and interest rates Timing - March includes a portion of receipts (\$59k) normally received in April Water Recycling Program Planning Grant of \$88k plus \$44k for insurance reimbursement for storm damaged truck	
1-0-4180-00	Late Notice -10% Penalty	74,800.00	72,897.71	(1,902.29)	-2.54%		
1-0-4230-00	Service Connections	11,100.00	7,315.56	(3,784.44)	-34.09%		
1-0-4920-00	Interest Earned	329,000.00	414,115.64	85,115.64	25.87%		
1-0-4930-00	Tax Apportionments/Cnty Checks	719,000.00	796,590.55	77,590.55	10.79%		
1-0-4950-00	Miscellaneous Income	3,600.00	137,858.10	134,258.10	3729.39%		
1-0-4955-00	Cell Site Lease Income	179,240.00	179,319.16	79.16	0.04%		
1-0-4965-00	ERAF REFUND -County Taxes	600,000.00	755,525.92	155,525.92	25.92%		
TOTAL NON-OPERATING REVENUE		1,961,740.00	2,407,516.13	445,776.13	22.72%		
TOTAL REVENUES		13,490,940.00	13,074,707.84	(416,232.16)	-3.09%		
OPERATING EXPENSES							
1-1-5130-00	Water Purchased	2,128,598.00	1,494,972.22	633,625.78	29.77%	SFPUC use is 78 MG (29%) below budget and 82 MG (31%) below prior year	
1-1-5230-00	Pump Exp, Nunes T P	53,700.00	45,874.90	7,825.10	14.57%	Lower than budgeted use of Crystal Springs pump station	
1-1-5231-00	Pump Exp, CSP Pump Station	372,700.00	201,686.57	171,013.43	45.89%		
1-1-5232-00	Pump Exp, Trans. & Dist.	25,700.00	23,742.40	1,957.60	7.62%	Timing of SCADA system maintenance Required maintenance at CSP has been below budgeted levels Timing of chemical purchases Required maintenance at Nunes has been below budgeted levels Timing of SCADA maintenance and Alarm equipment installation Dredging costs were below budget	
1-1-5233-00	Pump Exp, Pilarcitos Canyon	74,400.00	66,814.24	7,585.76	10.20%		
1-1-5234-00	Pump Exp. Denniston	80,100.00	91,395.17	(11,295.17)	-14.10%		
1-1-5242-00	CSP Pump Station Operations	8,240.00	43,393.52	(35,153.52)	-426.62%		
1-1-5243-00	CSP Pump Station Maintenance	37,400.00	16,185.38	21,214.62	56.72%		
1-1-5246-00	Nunes T P Operations	67,000.00	46,977.58	20,022.42	29.88%		
1-1-5247-00	Nunes T P Maintenance	104,900.00	58,281.51	46,618.49	44.44%		
1-1-5248-00	Denniston T.P. Operations	54,700.00	74,997.09	(20,297.09)	-37.11%		
1-1-5249-00	Denniston T.P. Maintenance	128,500.00	111,467.45	17,032.55	13.25%		
1-1-5250-00	Laboratory Services	63,700.00	71,781.02	(8,081.02)	-12.69%		
1-1-5260-00	Maintenance -General	300,100.00	220,638.82	79,461.18	26.48%	Emergency replacement pump and motor - Well 3A	
1-1-5261-00	Maintenance -Well Fields	0.00	7,800.00	(7,800.00)	0.00%		
1-1-5263-00	Uniforms	14,200.00	18,985.76	(4,785.76)	-33.70%	Timing versus budget for the 2026 Urban Water Management Plan	
1-1-5318-00	Studies/Surveys/Consulting	113,750.00	66,627.35	47,122.65	41.43%		
1-1-5321-00	Water Resources	13,500.00	2,028.69	11,471.31	84.97%		
1-1-5322-00	Community Outreach	21,190.00	18,878.71	2,311.29	10.91%		
1-1-5381-00	Legal	93,600.00	100,630.02	(7,030.02)	-7.51%		
1-1-5382-00	Engineering	75,100.00	88,754.15	(13,654.15)	-18.18%		
1-1-5383-00	Financial Services	20,000.00	16,182.34	3,817.66	19.09%		
1-1-5384-00	Computer Services	284,378.00	296,135.49	(11,757.49)	-4.13%		
1-1-5410-00	Salaries/Wages-Administration	1,224,198.00	1,136,826.91	87,371.09	7.14%		Vacancy in Customer Service filled in October

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
For Nine Months Ending March 31, 2026

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance	Comments	
1-1-5411-00	Salaries & Wages -Field	1,686,728.00	1,507,526.39	179,201.61	10.62%	Operator position vacancies filled by Maintenance staff, open Temp help position	
1-1-5420-00	Payroll Tax Expense	222,683.00	188,415.01	34,267.99	15.39%		
1-1-5435-00	Employee Medical Insurance	421,314.00	413,719.67	7,594.33	1.80%		
1-1-5436-00	Retiree Medical Insurance	63,486.00	48,966.75	14,519.25	22.87%		
1-1-5440-00	Employees Retirement Plan	590,228.00	561,827.73	28,400.27	4.81%		
1-1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00%		
1-1-5510-00	Motor Vehicle Expense	59,990.00	68,447.65	(8,457.65)	-14.10%		
1-1-5620-00	Office Supplies & Expense	299,800.00	297,752.86	2,047.14	0.68%		
1-1-5625-00	Meetings / Training / Seminars	39,600.00	35,618.36	3,981.64	10.05%		
1-1-5630-00	Insurance	235,250.00	229,132.40	6,117.60	2.60%		
1-1-5687-00	Membership, Dues, Subscript.	95,174.00	86,474.69	8,699.31	9.14%		
1-1-5689-00	Labor Relations	4,500.00	0.00	4,500.00	100.00%		
1-1-5700-00	San Mateo County Fees	25,500.00	14,701.94	10,798.06	42.35%		
1-1-5705-00	State Fees	38,925.00	40,347.63	(1,422.63)	-3.65%		
TOTAL OPERATING EXPENSES		9,142,832.00	7,813,988.37	1,328,843.63	14.53%		
CAPITAL ACCOUNTS							
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	334,998.00	334,998.13	(0.13)	0.00%		
1-1-5716-00	Debt Srvc/CIEDB 2016 (I-BANK)	320,883.00	320,883.44	(0.44)	0.00%		
1-1-5717-00	Chase Bank - 2018 Loan	432,880.00	432,880.02	(0.02)	0.00%		
1-1-5718-00	First Foundation Bank - 2022	417,365.00	417,364.95	0.05	0.00%		
1-1-5718-00	Debt Srvc-2025 COP Issuance	530,813.00	530,622.89	190.11	0.04%		
TOTAL CAPITAL ACCOUNTS		2,036,939.00	2,036,749.43	189.57	0.01%		
TOTAL EXPENSES		11,179,771.00	9,850,737.80	1,329,033.20	11.89%		
CONTRIBUTION TO CIP/RESERVES		2,311,169.00	3,223,970.04				

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 14, 2026

Report Date: April 10, 2026

Agenda Title: Approval of a Professional Services Agreement with Reliable Automation Controls, LLC. for Maintenance and Instrumentation Support of the District's SCADA System

Recommendation / Motion:

Authorize the General Manager to enter into a professional services agreement with Reliable Automation Controls, LLC. for maintenance and instrumentation support of the District's SCADA System on a time and materials basis for a one year, not-to-exceed amount of \$80,000.

Background:

At the May 13, 2025 Board of Directors meeting, the Board approved a professional services agreement with Reliable Automation Controls, LLC. (RAC) for \$70,000 for a one-year term for maintenance and instrumentation support of the District's Supervisory Control and Data Acquisition (SCADA) system on a time and materials basis. Those funds have now been fully expended.

District staff recommend continuing these services with RAC for the upcoming year under a new agreement, on a time-and-materials basis, for a not-to-exceed amount of \$80,000.

The founder of RAC and primary point of contact for ongoing services is Rudy Everett. Prior to 2025, Mr. Everett was employed by Calcon Systems, Inc. (Calcon) and has served as the District's primary provider of SCADA support services for the past 17 years. Mr. Everett will continue in this role as the District's primary SCADA resource, with Calcon available to provide backup support as needed.

The proposed RAC Scope of Work and related fee schedule is included as Attachment A. Mr. Everett's 2026 rates have remained the same as the 2025 rates.

Financial Impact: \$80,000 annual cost.

Attachment A



Reliable Automation Controls
Novato CA 94947
www.reliableautomationcontrols.com

Annual Services Agreement
3/24/2026

To
Coastside County Water District
766 Main St, Half Moon Bay, CA 94019, USA
[650.726.4405](tel:650.726.4405)

Subject
Annual Service Rates – 2026

Services Description

Providing maintenance, instrumentation, calibrations, HMI, PLC, SCADA, modifications, system integration and other work performed on a time-and-materials basis.

The following rates apply for the 2026 calendar year up to the annually budgeted amount of 80K.

Billing Rates

Description	Rate
Standard rate: standard business hours, Monday-Friday 7 AM – 6 PM on-site time Labor rate per hour, 4-hour minimum per service call.	\$175.00 per hour
Overtime rate: applies for hours in excess of eight standard hours per day Labor rate per hour <i>*CCWD special overtime rate. Standard rate applies</i>	\$175.00 per hour
After-hours, nights and weekends service call rate: Labor rate per hour, 4-hour minimum per service call. <i>*CCWD special after-hours, nights & weekends service call rate. Standard rate applies for first 24 hours, 250.00/hour thereafter.</i>	\$175.00 per hour
Travel rate: travel and mileage allowance of \$350 per round trip for travel to the district's work sites.	\$350.00 per trip
Materials will be priced/quoted on an as-needed basis at the following markup.	Cost + 20%

Terms
Net 30 Days
This quote is valid for the 2026/7 12 month PSA year unless otherwise noted above.

X *Rudolph Everett*

Rudy Everett
Owner

Rudy Everett
Reliable Automation Controls
Mobile 415.306.1391
RAC@reliableautomationcontrols.com

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Jeffrey Schneider, Assistant General Manager - Finance and Administration

Agenda: April 14, 2026

Report Date: April 10, 2026

Agenda Title: Authorize the General Manager to Procure Trimble Unity Asset Lifecycle Management Software Licenses for a Two-Year Term

Recommendation / Motion:

Authorize the General Manager to procure Trimble Unity Asset Lifecycle Management Software Licenses for a two-year term at a total cost of \$64,008.

Background:

The District currently uses the on-premise Cityworks asset management application from Trimble, Inc. to manage its distribution and treatment assets throughout their lifecycle in conjunction with its ESRI geographic information system (GIS) tool. The Cityworks application allows staff to document all work that is done in relation to assets throughout their lifecycle, including meters, hydrants, valves, and pipeline extensions. In addition, service orders initiated by the District's customer service team are transmitted through the Cityworks application to field staff, whose work order notes are then passed via Cityworks to the District's billing application.

At present, the Cityworks application is housed on-premise at the Main Street office. Treatment and Distribution staff who use the application while in the field must endure slow service, coupled with frequent access issues. These access and response time issues will be resolved with the move to the Trimble Unity product, which is a cloud-based version of Trimble's Cityworks application.

Incremental Financial Commitment:

The cost for the two-year term associated with the cloud-based Trimble Unity licenses is \$32,004 per year, or \$64,008 for the two years. However, the true incremental commitment for the cloud-based licenses is only \$3,300 per year as the District will no longer incur its annual spend of \$28,704 per year for support of the on-premise version of the software.

In addition, the District will incur \$15,000 of one-time costs to effect the migration to the cloud to be performed by the District's Cityworks' support consultant, Altertech.

Attachment: Trimble Order Form



ORDER FORM

Order Date:	Date of the last signature below
Trimble Entity Name ("Trimble") and Address:	Trimble Inc. 10368 Westmoor Drive Westminster, CO 80021 US
Customer Entity Name ("Customer") and Address:	Coastside County Water District, CA 766 Main St Half Moon Bay, CA 94019-1925
Billing Contact Name and E-Mail Address:	Jeffrey Schneider jschneider@coastsidewater.org
Is Customer Tax Exempt? Is Customer a Public Entity?	Yes or No Yes or No
Initial Term:	06/22/2026 - 03/25/2028
Validity:	This Order Form shall expire on 06/22/2026 (the "Validity Date"). If this Order Form is not executed by the Customer by the Validity Date, Trimble reserves the right to not offer the pricing found in the Order Form.
Miscellaneous:	<p><i>* If Purchase orders issued by Customer, they are issued for administrative purposes only; terms and conditions contained in any such purchase order shall be null and void.</i></p> <p><u>Background.</u> On March 13, 2020, Azteca Systems, LLC (a wholly owned subsidiary of Trimble, Inc.) and Customer executed an agreement pertaining to Customer's current Cityworks subscription (the "Agreement").</p> <p><u>Purpose.</u> The Purpose of this Order Form is to upgrade and migrate the Customer's current Annual Software Subscription: From: Cityworks AMS Standard ELA with Unlimited Logins. To: Trimble Unity Maintain Elite with 15 Users.</p> <p><u>Migration Process.</u> Trimble will provision Customer's Trimble Unity Maintain instance upon the later of a) execution of this Order Form or b) 90 days prior to the Initial Term (the "Provision Date"). Customer and its authorized Service Provider will then complete the software implementation and migration of Customer Data to the Trimble Unity Maintain environment. Upon completion of the implementation and migration, Customer will promptly notify Trimble of the anticipated Trimble Unity Maintain go-live date, which shall be no later than 1 year from the Provision Date. Upon go-live of Customer's Trimble Unity Maintain instance, Customer's Cityworks subscription will automatically terminate, the previous agreement between Azteca Systems, LLC and Customer will automatically terminate, and Customer will cease any and all use of the Cityworks software and delete all copies thereof.</p> <p><u>Support Terms & Service Level Agreement.</u> The Support Terms and service levels applicable to Trimble Unity Maintain are provided in Addendums 4 and 8 below. Any support or service level obligations applicable to Cityworks will continue to be governed by Customer's agreement with Azteca Systems, LLC.</p> <p><u>Customer's Service Provider.</u> The customer has elected a third party, Altertech Solution, to perform the implementation and migration described above. Trimble is not responsible for and disclaims all liability associated with the implementation and migration services performed by any third party.</p>

Annual Software Subscription:

Software-as-a-Services	Identifier	Quantity	Description	Annual Amount
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Product Name				
Trimble Unity Maintain	Elite Package	15 - Authorized User	See Addendum 1 for Additional Details	\$32,004.00
Total Annual Software Subscription – Year 1				\$32,004.00*
Total Annual Software Subscription – Year 2				\$32,004.00

*Fee for Year 1 is the annual amount. Please consult Section 3 of the Terms and Conditions for the prorated payment, if applicable.

Addendums:

1. Annual Software Subscription Details
2. Trimble General Transaction Terms (the "General Terms")
3. Supplemental Terms for Software and Subscriptions (the "Software Terms")
4. Supplemental Terms for Support and Maintenance (the "Support Terms")
5. Supplemental Terms for Services (the "Services Terms")
6. Supplemental Terms for Hardware (the "Hardware Terms")
7. Supplemental Terms for U.S. Public Entities
8. Availability Service Level Agreement; Data Security and Restoration

TERMS AND CONDITIONS

1. Terms and Conditions. All offerings are made available by Trimble subject to the terms and conditions set forth in this Order and the above referenced Addendums.

2. AUTOMATIC RENEWALS. *This Order will automatically renew for subsequent 12-month term(s) at then-current pricing, unless either party provides the other with notice of cancellation at least 30 days prior to the expiration of the then-current term.*

3. Payment Terms. All fees are due Net 30 from the date of the Trimble invoice.

- **Annual Software Subscription:** Trimble will invoice:
 - Prorated Year 1 in the amount of \$2,495.34 upon execution of this Order Form. Fee for Year 1 reflects the full year amount of \$32,004.00 pro-rated for a period of 06/22/2026 - 03/25/2027 and taking into account the amount previously invoiced for Cityworks during the Prorated Term, in the annual amount of \$28,704.00. Customer agrees to pay the Cityworks invoice by execution of this Order Form..
 - Year 2 in the amount of \$32,004.00 upon 02/26/2027.

4. Annual Price Increase. At each renewal, Trimble has a right to increase the annual fees by the greater of (a) CPI plus two percent (2%) or (b) eight percent (8%). "CPI" shall mean for all Urban Consumers, the U.S. City Average, for all items, 1982-84=100 (the "CPI-U"), as published by the Bureau of Labor Statistics, U.S. Department of Labor, and shall be for the prior twelve months as of the date the calculation is made.

5. Electronic Invoices. Customer hereby consents to the receipt of invoices electronically at the indicated e-mail address(es) and accepts such invoices as if received by mail. Customer's e-mail address may be changed by written notice given by Customer to Trimble at: customer_master@trimble.com. Customer is responsible for maintaining a current e-mail address and shall under no circumstances be excused from payment of applicable charges by its failure to access its designated e-mail address.

6. Due Authority. By signing below, the signatory represents that he/she (i) is an authorized representative of Customer and (ii) has the authority to legally and functionally commit the Customer.

[Signature Page to Follow]

ACCEPTANCE

Accepted and agreed:

CUSTOMER:

Signature: _____

Print Name: _____

Title: _____

Date: _____

TRIMBLE:

Signature: _____

Print Name: Carlos Abaunza _____

Title: Sr. Director, Legal _____

Date: _____

STAFF REPORT

To: Coastside County Water District Board of Directors
From: Mary Rogren, General Manager
Agenda: April 14, 2026

Report Date: April 10, 2026

Agenda Title: Consider Proposals for General Manager Executive Recruitment Services and Potential Authorization to Enter into a Professional Services Agreement

Recommendation/Motion:

Consider proposals for General Manager Executive Recruitment. If the Board decides to select a recruitment firm at the April 14, 2026 meeting, make the following motion:

Authorize the General Manager to enter into a professional services agreement with _____ for Executive Recruitment Services for General Manager in the not-to-exceed amount of _____.

Background:

At the March 2, 2026 Special Board Meeting, the Board of Directors directed the General Manager to solicit proposals from qualified executive recruitment firms to assist in the selection of the District's next General Manager, in anticipation of Mary Rogren's retirement in March, 2027. The Board requested that proposals be presented at the April 14, 2026 Regular Board meeting.

Ms. Rogren contacted seven executive firms with experience in public sector placements in California; five firms submitted proposals.

The requested scope of services included:

- Development of recruitment materials
- Outreach to qualified candidates in both the public and private sectors
- Background investigation and preliminary screening of applicants
- Support for the interview, evaluation, and selection process
- Assistance with negotiations and hiring of the selected candidate
- Ongoing coordination and collaboration with District staff and Board, including regular progress updates

STAFF REPORT**Agenda: April 14, 2026****Subject: GM Recruitment Proposals****Page 2**

The five firms that responded are as follows:

Name of Firm	Primary Location	Fee	Ranking* out of 35 points
Alliance Resource Consulting	Recruiter: Los Altos, CA La Palma, CA. (primary)	\$32,000 (all-inclusive)	33
WBCP, Inc. (Wendi Brown Creative Partners)	Rogue River, OR. (formerly in Bay Area)	\$28,900 fees plus \$5,500-\$7,900 expenses	33
Bob Murray & Associates	Roseville, CA	\$33,000 (all-inclusive)	33
Peckham & McKenney	Recruiter is in Santa Barbara Roseville, CA (primary)	\$30,000 (all-inclusive)	29
Koff & Associates (A Gallagher Company)	Recruiter is in Tennessee; Berkeley, CA (primary)	\$26,000 (all-inclusive)	27

(*Ranking by Mary Rogren)

All firms that submitted proposals have strong reputations in public sector recruiting, with experience serving counties, cities, and special districts. Each firm has conducted recruitments for utilities, public works departments, and water agencies, although the depth of water agency experience varies among the firms. All responding firms have been in business for more than 20 years.

Four of the firms are relatively small (fewer than 30 staff), while Koff & Associates is part of the larger multinational organization Arthur J. Gallagher & Co. The District has previously utilized Koff & Associates for its General Manager (2019), Assistant General Manager (2014), and Superintendent (2017) recruitments.

All firms met the requested scope of services and offered comparable recruitment guarantees, including provisions addressing candidate separation within the first year of employment. References were received for all of the firms.

In Attachment A, please find your current General Manager's summary of qualifications and her assessments for each of the recruiters. In Attachment B, please find copies of the proposals for each of the firms who submitted.

STAFF REPORT

Agenda: April 14, 2026

Subject: GM Recruitment Proposals

Page 3

During the Board meeting, the General Manager will review each firm's qualifications and provide her perspectives on each candidate. Three of the firms are essentially tied from her perspective, and she will outline the pros and cons for each.

The purpose of this discussion is to determine next steps in the evaluation and selection process. For example, the Board may choose to appoint two Directors to conduct virtual interviews with the top-ranked firms. Alternatively, if the Board determines it has sufficient information, it may select a firm at this meeting and authorize staff to proceed with negotiating and executing a professional services agreement.

STAFF REPORT

Agenda: April 14, 2026

Subject: GM Recruitment Proposals

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Attachment A

Recruitment Firm: Alliance Resource Consulting LLC **Cost:** \$32,000
Recruiter Contact/Title: Sherrill Uyeda (Founding Partner) **Guarantee:** Yes
Recruiter Location: Los Altos, CA (since 2007) **https://www.alliancerc.com/**
Primary Office Location: La Palma, CA. (Orange County) **Firm Size:** 8
Years in Business: since 2004 **Primary Market Served:** California
Specialization/Clientele: Public sector, city and county governments, utilities (including water).

Recruiting Approach: From proposal: “Alliance. . . delivers a level of partnership and responsiveness that sets us apart . . . Unlike larger firms that may rely on formulaic processes, we provide a boutique, customized approach where every client receives executive level attention and hands-on support.” Motto is “the Power of Partnership”.

Past Relevant Placements: Watermaster-Santa Margarita River Watershed; General Manager-Burbank Water & Power; General Manager-Rainbow Municipal Water District; General Manager-Contra Costa Water District; General Manager-Eastern Municipal Water District

Current Recruitments (from Job Board): Deputy Director, Capital Improvement Program-City of San Jose; Training and Development Officer–Coachella Valley Water District; Building Official-City of Milpitas; Director and General Manager, Bureau of Sanitation – City of Los Angeles; Managing Director of Public Markets – San Francisco Employees’ Retirement System

Comments: (from Interview/References) **Reference Check?** Yes (NorCal water agency)
 Sherrill is a very seasoned recruiter with 20+ years. She understands the need to find the right fit and is excited about the opportunity to work for a Bay Area water district that is so close by. She is willing to meet in person with the Board and staff given her proximity. Her approach is very personalized to her client’s needs. In addition to Sherrill, a second senior level recruiter would also work on our recruitment.

Ratings: (1-5, 5= highest score. Confidence rating by M Rogren based upon proposal/interview.)

Criteria:	Rating*	Comment:
Water Industry Expertise	4	Yes – more in So Cal; reference said “strong”. 2 nd reference said that they are known for their expertise in “Power and Water”
Attention to Culture/”Fit”	5	Key focus; Reference noted Sherrill took the time to understand the needs & challenges
Outreach Materials	5	Reference noted the firm’s attention to detail; made meaningful tweaks (beyond job description)
Network/Search strategy	4	References say “strong network”; strategy is personalized hands-on; focused on making personal connections in network.
Candidate Quality/Screening	5	Reference noted partnership approach with staff and Board in screening and finding fit
Communication/Collaboration	5	Reference gave high marks; Sherrill was very easy to talk to; appears to be very passionate

Efficient/Meets Timelines	5	“Very efficient/thorough-keep things moving”
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Other Reference Notes: _Reference= HR at a Bay Area water district

- *Reference’s recruitments with Alliance:* General Manager; General Counsel; IT Director; Finance Director
- The reference, a water district located in a North Bay Area city, has unique issues as it handles both drinking water and watershed management. Sherrill was able to identify candidates who were “good fits”, with particular skill in understanding addressing the nuanced requirements of the position.
- She is also effective at creating focus and brings a balanced approach to presenting candidates to the Board. Recognizing that no candidate possesses all ideal qualities, she helps the Board evaluate candidates thoughtfully and identify the best overall fit.
- She takes a very personalized approach; She pays attention to the details that make her successful in finding the right candidates; She takes time to understand the organization and the needs and challenges.
- Her outreach and presentation materials are great. She takes the time to tweak the brochure (not just uploading a job description.)
- Sherrill lays out the timeline and process. She prompts to keep things moving.
- A second senior recruiter is also generally assigned to the search. Communications and interactions have always been very pleasant, and the recruiters are very accessible.

Recruitment Firm: **WBCP, Inc.** **Cost:** \$28,900 plus expenses \$5,500-\$7,900
Recruiter Contact/Title: Wendi Brown, President/CEO
Recruiter Location: Rogue River, OR (originally from CA); 6 CA offices
CCWD's Assigned Recruiter: Levi Kuhlman (based in Oregon, but primarily recruits in CA)
Firm Size: 27 **https://wbcpinc.com/**
Years in Business: since 2004 **Primary Market Served:** California (& Oregon/Washington)
Specialization/Clientele: Cities, counties, special districts (including many water agencies.).

Recruiting Approach: “We go beyond finding candidates by building trust with your team and stakeholder. Our tailored strategies align top talent with your organization culture, ensuring a collaborative and thoughtful recruitment process. . . We have a track record of working successfully with elected officials, constituents, staff . . .” The firm handles 250 recruitments per year; in 2024, had a 100% success rate in filling positions.

Past Relevant Placements: General Manager- San Benito Water District; General Manager- Tuolumne Utilities District; General Manager-Olivehurst Public Utilities District; General Manager-Trabuco Canyon Water District; Asst General Manager-Modesto Irrigation District.

Current Recruitments (from Job Board): Public Works Director-City of Clayton; Environmental Health & Safety Specialist-Valley Water; Controller-Irvine Ranch Water District; Financial Planning Manager-Santa Margarita Water District.

Comments: (from Interview/References) **Reference Check?** Yes

Wendi Brown spent an hour on zoom presenting her firm. (She is very passionate and motivated.) Wendi noted that her talent acquisition team is known as one of the best in the industry in doing outreach, networking, and finding high quality candidates. Reference: a City reference uses WBDP frequently particularly for mid-level staff. “They move quickly, are efficient, and are known for the volume of recruitments. . . Wendi went the extra mile in a recruitment requiring attendance at many council meetings . . .”

Ratings: (1-5, 5= highest score. Confidence rating by M Rogren based upon proposal/interview.)

Criteria:	Rating*	Comment:
Water Industry Expertise	5	Yes-many water agency recruitments
Attention to Culture/"Fit"	5	"Innovative recruitment strategies" focus on finding best fit for organization/Board/staff
Outreach Materials	4	Excellent; has team who specializes in preparing materials.
Network/Search strategy	5	strong network; extensive job board; targeted talent acquisition campaigns; "innovative"
Candidate Quality/Screening	5	Reference noted that they recently filled a difficult to fill position with the perfect candidate (and living in the area)
Communication/Collaboration	5	Recruiters are very reachable

Efficient/Meets Timelines	4	Works on tight 12 week time frames; reference noted that they can be flexible (MR concern is being too rushed through the process)
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Other Reference Notes: _Reference= HR/Strategic Consultant who works with ACWA, water agencies; the reference occasionally assists clients in finding recruiters for searches

The reference worked directly with Wendi Brown as the principal recruiter, rather than with other WBCP staff.

- WBCP is highly innovative in its recruiting approach, leveraging a broad network, social media, and multiple channels. The firm’s wide range of services also helps generate candidates through existing client relationships.
- Wendi has a unique ability to work effectively with councils and Boards. She is skilled at drawing out the essential qualifications and skill sets needed in a candidate and remains focused on identifying the right fit.
- She emphasizes that the most important criterion for a General Manager is strong leadership and management ability.
- Wendi’s firm is prequalified with many California counties, allowing it to be engaged without a full RFP process.
- Strong communication throughout the process.
- Wendi has a notable ability to “connect the dots” and excels at networking.

2nd reference: from Southern California City

- This reference utilizes multiple recruiters depending on the position’s needs
- He has used WBCP on many recruitments, and has used Levi Kuhlman (the recruiter who would be assigned to the District)
- He noted that Levi found a great fit for a very difficult to fill position – and at 2 years, the employee is doing a stellar job
- He like working with Levi and feels that he is very competent, but “full disclosure” – on 2 occasions, there were mistakes in the presentation materials. The reference saw it as more of an issue with the support staff.
- This reference often uses WBCP for mid-level recruitments but has used them for executive level as well. He note that if the recruitment needs a more personalized touch, he would go with Peckham (SoCal connection) or for water, Alliance. But if the recruitment requires more of an efficient, “large” agency feel for outreach, WBCP fits that bill.

Recruitment Firm: **Bob Murray & Associates** **Cost:** \$33,000
Recruiter Contact/Title: Gary Phillips (Exec VP and Co-founder) **Guarantee:** Yes
Recruiter Location: Roseville, CA **<https://www.bobmurrayassoc.com/>**
Primary Office Location: Roseville, CA **Firm Size:** 17
Years in Business: since 2000 **Primary Market Served:** California`
Specialization/Clientele: Cities, counties, special districts (including many water agencies.).

Recruiting Approach: From proposal: “We just don’t fill positions . . we ensure the candidates we present are well-aligned with your organization’s goals, values and culture.” Three part recruiting approach: first 3rd of process is “listening” to Board and staff and developing recruitment strategy. Search is “national”, although focus would be on Bay Area networks.

Past Relevant Placements: General Manager-Silicon Valley Clean Water; General Manager-Metropolitan Water District; General Manager, Inland Empire Utilities Agency; Asst General Manager-Elsinore Valley Municipal Water District.

Current Recruitments (from Job Board): General Manager-Central Basin Municipal Water District; District Engineer-Mesa Water District; Utilities Director-City of Gilroy; City Manager-City of Marina; Executive Director-ACWA; General Manager-Marin Municipal Water District

Comments: (from Interview/References) **Reference Check?** Yes (from City)
 Gary impressed me with his thoughtful perspectives on “overlap”, timetable, focus on Bay Area networks, and personal approach to finding candidates beyond ads. From a reference: “Our City almost exclusively contracts with Bob Murray because they provide exceptional personalized service to their clients. They get to know the culture of the organization, the council/board, and they have built invaluable connections with the talent in the public sector. I can’t emphasize enough how politically astute they are and how respected they are in our profession. They are organized, have impeccable follow through and they stay on top of keeping their clients updated.”

Ratings: (1-5, 5= highest score. Confidence rating by M Rogren based upon proposal/interview.)

Criteria:	Rating*	Comment:
Water Industry Expertise	5	Yes-many water agency recruitments – most recently with very large agencies; strong reputation in recruitment go-to list
Attention to Culture/”Fit”	4	Key focus in developing strategy; very strong, but MR concern with large agency focus, although works with small agencies
Outreach Materials	5	Excellent; cookie cutter but effective
Network/Search strategy	4	strong network; strategy is personalized; on; reputation “still old school”
Candidate Quality/Screening	5	See reference
Communication/Collaboration	5	See reference
Efficient/Meets Timelines	5	“Impeccable follow-through”

Recruitment Firm: Peckham & McKenney **Cost:** \$30,000
Recruiter Contact/Title: Tara Schultz, Executive Recruiter **Guarantee:** Yes
Recruiter Location: Santa Barbara, CA **https://www.peckhamandmckenney.com/**
Primary Office Location: Roseville, CA **Firm Size:** 10
Years in Business: since 2004 **Primary Market Served:** California`
Specialization/Clientele: Public sector, cities, counties, special districts (limited water)

Recruiting Approach: Peckham takes a “personal, hands-on approach, thereby guaranteeing the best “fit” ... philosophy centers upon the understanding that this a people-related industry and that attention to others’ needs in the key to effective customer service.” From the recruiter: “as a retired City Manager, I am very familiar with the responsibilities of a General Manager, the expectations, and needs of the communities they serve.”

Past Relevant Placements: Fire Chief-Carpinteria-Summerland Fire Protection District; Public Works Director=Santa Paula; Public Works Director - Calabasas Public Works Director; General Manager-Los Osos Community Services District; Director of Public Works - City of Pasadena

Current Recruitments (from Job Board): City Manager-City of Saratoga; Community Development Director-City of El Cerrito; General Manager-Rancho Murieta Community Services Director; Police Chief-City of Brentwood; Finance Manager-City of Livermore

Comments: (from Interview/References) **Reference Check?** Yes

Per City reference: Tara is very personable, seasoned and knows what she’s doing; she’s approachable; she has great follow-up. Her focus is “fit”. MR asked about Tara’s So Cal focus and lack of water experience. He indicated that Peckham has an extensive network and strong team who could assist Tara. He has used Peckham for many city management recruitments but also uses 2 other firms depending on the position/fit. Peckham (and Tara’s) strength is the personal touch.

Ratings: (1-5, 5= highest score. Confidence rating by M Rogren based upon proposal/interview.)

Criteria:	Rating*	Comment:
Water Industry Expertise	3	Peckham has hired many public works directors, but has limited water experience.
Attention to Culture/”Fit”	4	Key focus is fit; MR concern is understanding needs for Coastside, as recruiter has SoCal focus
Outreach Materials	4	Good
Network/Search strategy	3	strategy is very personalized; focused on making connections; Peckham has strong network but water network might be limited
Candidate Quality/Screening	5	Per reference, excellent
Communication/Collaboration	5	Per reference, excellent
Efficient/Meets Timelines	5	Per reference, excellent follow-up

Recruitment Firm: **Koff & Associates (K&A) (a Gallagher company)** **Cost:** \$26,000

Recruiter Contact/Title: Chelsea Freeman

Guarantee: Yes

Recruiter Location: Tennessee (formerly based in CA)

<https://koffassociates.com/>

Primary Office Location: Berkeley, CA

Firm Size: Worldwide: 72,000; California 220

Years in Business: K&A (1984)

Primary Market Served: K&A California, National

Specialization/Clientele: K&A: public sector (many water agencies); Gallagher-multi sector

Recruiting Approach: “We build enduring relationships - K&A provides personal attention to and creates long-term relationships with our clients...We leverage innovative search technology. K&A uses advanced programs and unique sourcing methods to identify candidates which traditional recruiting strategies might have missed.”

Past Relevant Placements: CEO/General Manager-BAWSCA; General Manager-East Valley Water District; General Manager Greater LA County Vector Control District; General Manager-South Tahoe Public Utility District; General Manager-Stinson Beach County Water District

Current Recruitments (from Job Board): Senior Civil Engineer-City of Richmond; Director of Finance-East Valley Water District; Public Works Director-City of San Fernando

Past CCWD Recruitments: GM (2019); Superintendent (2017); Assistant GM (2014)

Comments: (from Interview/References)

Reference Check? Indirect (water agency)

CCWD has been a client of K&A for 15+ years. Most recently, K&A conducted a compensation analysis (2024) – and their work was excellent. CCWD has utilized Koff for recruitments in the past before the Koff merger. Indirect reference was mixed on Koff’s efforts to finding candidates with the right fit. The interview with the recruiter was pleasant – and she was the first to respond asking for a meeting. She has local context with her brother living in Pacifica. She now resides in Tennessee.

Ratings: (1-5, 5= highest score. Confidence rating by M Rogren based upon proposal/interview.)

Criteria:	Rating*	Comment:
Water Industry Expertise	5	Many water agency placements
Attention to Culture/”Fit”	4	Relies on firm experience; would conduct interviews of board and staff via zoom
Outreach Materials	5	Excellent. BAWSCA CEO brochure was very good.
Network/Search strategy	3	Strong database of current/past candidates and network; relies on ad posts & job boards;
Candidate Quality/Screening	3	Average-from reference and past experience
Communication/Collaboration	3	Concern is with dealing with recruiter living in a different time zone and having a hands-on, personalized approach
Efficient/Meets Timelines	4	Good (from past experience)

ATTACHMENT B

Alliance Resource Consulting




ALLIANCE
RESOURCE CONSULTING LLC

General Manager
Coastside County Water District



ALLIANCE
RESOURCE CONSULTING LLC

March 16, 2026

VIA EMAIL

Ms. Mary Rogren
General Manager
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

Dear Ms. Rogren:

Alliance Resource Consulting is pleased to present this proposal to assist the Coastside County Water District in recruiting its next General Manager. We understand the high stakes of this hire and are committed to making your job easier by delivering a seamless, client-centered process that identifies exceptional leadership talent. Our team will manage the details, reduce the burden on your staff, and ensure you meet your timeline with confidence.

With a proven track record of **over 800** executive placements nationwide and deep expertise in public sector leadership, Alliance stands apart through its highly personalized, client-centered approach. From strategy development to final negotiations, our recruitment team will provide you with continuous support, transparent communication, and access to cutting-edge recruitment tools. Our commitment to diversity, professionalism, and exceptional service ensures that you will meet your timeline and hiring goals with confidence.

Why Alliance Stands Apart

Alliance Resource Consulting delivers a level of partnership and responsiveness that sets us apart in the executive search industry. Unlike larger firms that may rely on formulaic processes, we provide a boutique, customized approach where every client receives executive-level attention and hands-on support. We go beyond advertising, proactively identifying and engaging top-tier, diverse candidates — including those not actively seeking new roles. Our streamlined technology platform, paired with frequent, transparent communication, makes the search process easier for our clients while enhancing the candidate experience. With Alliance, you're not just hiring a search firm — you're gaining a dedicated partner committed to your success.

Sincerely,



Sherrill Uyeda
Founding Partner



Wesley Herman
Regional Director, West Coast

About Us / Firm Qualifications

A team of professionals dedicated to helping you find talented candidates who embrace your organizational culture

Since 2004, Alliance Resource Consulting has earned a reputation for delivering high-quality executive search services tailored to each client's unique needs. As a minority- and female-owned firm, we bring proven success in achieving diversity goals, and our track record includes over 800 successful placements nationwide.

We are based out of La Palma, California, and have consultants in Orange County, Los Angeles, Los Altos and Sacramento, California; and Tallahassee, Florida.

What sets us apart:

- ▶ **Proactive, multilayered search:** We don't just post ads — we actively identify and engage top-tier candidates.
- ▶ **White-glove service:** Two dedicated consultants ensure constant communication, rapid responsiveness, and personalized attention.
- ▶ **Technology-enabled ease:** Our streamlined application portal and real-time client dashboard simplify your work and keep you informed.
- ▶ **Respect and professionalism:** We treat clients and candidates with the utmost care, enhancing your organization's reputation in the market.
- ▶ **On-time, on-budget delivery:** We take full ownership of the process, so you can focus on your priorities while we deliver exceptional results.

Our Current Staffing

Sherrill Uyeda
Founding Partner

Wesley Herman
Regional Director, West Coast

David McDonald
Regional Director, East Coast

Syldy Tom
Director, Southern California

Rick Armendariz
Senior Executive Recruiter &
Career Consultant

Sheryl Stewart
Senior Consultant

Rich Kaplan
Senior Consultant

Linda Kann
Director of Administration

Don't leave leadership to chance — trust us to deliver the perfect executive match for your organization.

Our Experience

With a proven track record of **over 800** executive placements nationwide and deep expertise in public sector leadership, Alliance stands apart through its highly personalized, client-centered approach. We have extensive nationwide experience recruiting well-qualified individuals for government agencies and special districts. We have placed excellent people with diverse backgrounds in organizations large and small.

We always deliver on time and within budget, and we take great care to preserve our client's confidentiality before, during, and after the recruitment process.

Past Relevant Placements

- ▶ Watermaster - Santa Margarita River Watershed (2025)
- ▶ General Manager - Burbank Water and Power (2024)
- ▶ General Manager - Rainbow Municipal Water District (2023)
- ▶ General Manager - Orange County Sanitation District (2022)
- ▶ Executive Director - Los Vaqueros Reservoir Joint Powers Authority (2022)
- ▶ General Manager - Contra Costa Water District (2022)
- ▶ Chief Executive Officer - San Diego Community Power (2022)
- ▶ General Manager - Encina Wastewater Authority (2021)
- ▶ General Manager - Eastern Municipal Water District (2021)
- ▶ General Manager - Marina Coast Water District (2021)
- ▶ General Manager - Rancho California Water District (2021)
- ▶ General Manager - Marin Municipal Water District (2018)
- ▶ Watermaster - Santa Margarita River Watershed (2016)

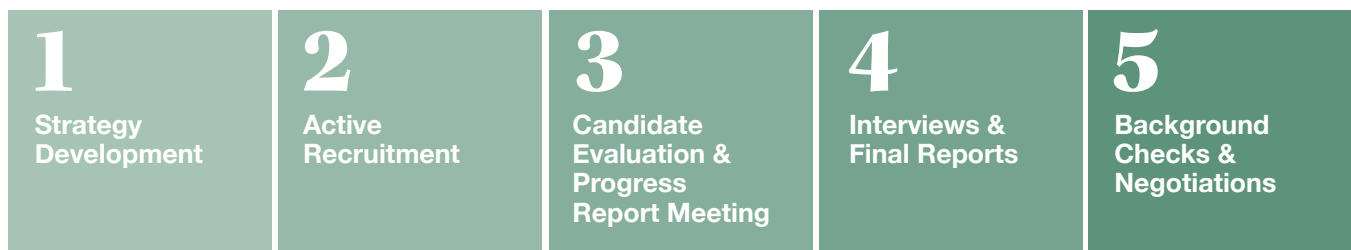
Recruitment Methodology & Approach

We approach every search as a trusted extension of your team. Our goal is to handle the complexity, minimize your workload, and deliver a slate of well-vetted, highly qualified candidates.

- ▶ **Deep discovery:** We invest time upfront to understand your organization's culture, values, and strategic priorities.
- ▶ **Aggressive outreach:** Beyond traditional advertising, we directly approach passive candidates and leverage our national network.
- ▶ **Candidate care:** We prepare candidates thoroughly, helping them put their best foot forward while ensuring their experience with your organization is professional and positive.
- ▶ **Hands-on support:** From interview coordination to background checks and negotiations, we stand beside you every step of the way.

We act as an extension of your organization

Our recruitment approach includes:



Strategy Development

We will interview members of the Search Committee and other client contacts to obtain a detailed understanding of the position, key goals and challenges, and organizational culture. Then we will summarize our findings and submit a Recruitment Profile to you for approval. Once approved, the Recruitment Profile will be sent to potential candidates with authorized information about the organization and the position.

Active Recruitment

Once you have approved the Recruitment Profile, we will actively seek out individuals who meet your expectations.

Our hands-on approach ensures successful outcomes

We will place advertisements in professional journals and online sites because, even today, ads can be an effective means of attracting quality applicants. However, our experience has proven that extra work is often needed to attract the most competitive candidates — they must be sought out and encouraged to explore new opportunities.

To generate a high level of interest in your organization and the position you want to fill, we will conduct thorough research to identify a strong bench of prospective candidates. Then we will reach out to each of them individually via mail, email, social media, and telephone to promote the job and answer any questions they may have. As the application deadline approaches, we will do a final round of follow-up to our target list of candidates to inspire them to pursue the opportunity.

As a matter of corporate policy, we do not discriminate against any applicant on the basis of race, religion, creed, age, color, marital status, sex, sexual identity, gender preference, disability, medical condition, veteran status, or national origin.

Candidate Evaluation & Progress Report Meeting

We will review, acknowledge, and evaluate all applications received. We will conduct screening interviews with the most promising candidates. We will complete article and social media checks. When we have completed our candidate evaluation, which is typically a week after the resume deadline, we will send you a progress report that includes the leading candidates' application materials. Then we will schedule a meeting with you to walk through the progress report. The purpose here is two-fold: One, you will have the opportunity to review the candidates and select the individuals you would like to interview. Two, we have a chance to learn how your thoughts about the ideal candidate may have evolved during the recruitment process.

Interviews & Final Reports

▶ Candidate Fit and Interview Readiness

To support a smooth and effective interview process, we conduct readiness sessions with shortlisted candidates. These sessions help us further assess each candidate's alignment with your agency's priorities, culture, and the ideal qualifications for the role. At the same time, they ensure candidates are professionally prepared to clearly present their experience and fit, enabling your interview panel to make well-informed, side-by-side evaluations. These sessions are not coaching, and we intentionally do not share or discuss your interview questions to preserve the integrity and objectivity of your recruitment process.

▶ Preliminary Interview & Final Reports

We will schedule the candidates for preliminary interviews with your organization. You will be responsible for identifying and confirming the availability of the interview panelists. When all the candidates' interview times have been confirmed, we will send confidential final reports to the interview panelists so they can familiarize themselves with the candidates' qualifications before the interviews. Interviews can be conducted on-site or virtually. Either way, we will be present on the day of to facilitate the process from start to finish.

▶ Final Interviews

Follow-up interviews with shortlisted candidates can be scheduled directly by your team, or we're happy to coordinate this step on your behalf upon request.

Background Checks & Negotiations

▶ Background Checks

In the interest of providing as complete a picture as possible of your top candidate, Alliance will partner with reputable, reliable outside companies who specialize in completing education verifications and conducting civil, criminal, motor vehicle record, and credit checks. In addition, our in-house team will complete 360-degree (supervisor, peer, and subordinate) reference checks for your top candidate. The findings of these efforts will be presented to you in two separate, confidential reports and no extra charge.

▶ Negotiations

As a final step in the recruitment process, we will support you as you negotiate with your top candidate. The goal will be to develop an employment agreement that is acceptable to all parties which creates a solid foundation for future success.

Your Role

As our client, you have a very important role in the recruitment process. While we may identify and recommend qualified candidates, it is you and your organization who must decide which candidate to hire.

To ensure that we are able to provide you with quality candidates, we ask that you:

- ▶ Be clear about the qualifications and characteristics you are seeking in the ideal candidate.
- ▶ Advise us about any information you would like to keep confidential (e.g., privileged information).
- ▶ Provide feedback on the information and recommendations we make.
- ▶ Act swiftly with promising candidates. To ensure that your top candidates are not lost to other organizations, we encourage you to schedule interviews within two to three weeks of the application deadline, follow up with the leading candidates immediately after their interviews, and begin negotiations as soon as you have determined who is your top candidate.
- ▶ Share complete and honest information about your organization and the employment opportunity with the leading candidates so they feel confident that joining your organization will be the right career move for them.
- ▶ Maintain confidentiality (while respecting relevant state laws about open disclosure) to protect the integrity of the recruitment process and to ensure that none of the candidates' current jobs are put at risk.

By doing your part, you will maximize the likelihood of mutual success.

Projected Timeline

We are happy to adjust this timeline to align with your needs and priorities.

Week 1	Meet with key stakeholders to gather insights and background on the role.
Week 2-3	Develop and obtain approval for the Recruitment Profile. Develop a list of potential candidates to target. Prepare and place advertisements, if desired.
Week 4-7	Launch active recruitment — identify, engage, and cultivate top candidates for the position.
Week 8-9	Evaluate resumes and gather supplemental information. Submit progress report and meet to review leading candidates.
Week 10	Conduct interviews with the most qualified candidates.
Week 11	Deliver the final report and coordinate the client interview process.
Following Interviews	Verify degrees and certifications of the top candidate. Check references and conduct criminal litigation, civil litigation, motor vehicle record and, if appropriate for the position, credit checks. Assist with negotiations.

Competitive Advantage

Unlike larger firms that may rely heavily on advertising or transactional processes, Alliance offers a boutique, client-centered approach with an emphasis on customization, flexibility, and responsiveness. Our firm's leadership stays directly involved in every engagement, ensuring you receive executive-level attention and expert judgment throughout the process. Our cutting-edge technology, paired with a deep commitment to diversity and client satisfaction, enables us to deliver results that consistently exceed client expectations.

At Alliance Resource Consulting, we offer our clients exclusive access to a secure online portal where they can easily review candidate resumes, cover letters, and supplemental materials in real time. Unlike many firms that rely on email exchanges and static documents, our modern platform streamlines the candidate review process and enhances communication with your hiring team. This added transparency and efficiency is a key advantage of partnering with Alliance — giving you greater control, quicker access to information, and a smoother, more responsive recruitment experience.

Recruitment Costs

Transparent, Value-Driven Pricing

Our fee for this executive search is a fixed amount of \$32,000, which includes:

- ▶ Comprehensive search services, from strategy development to final candidate selection
- ▶ Up to **three** key meetings (via virtual or in-person): Recruitment Profile development, Progress Report presentation, and first-round interview facilitation
- ▶ Full candidate outreach, vetting, and reporting
- ▶ Background checks and negotiation support at no additional professional charge

Additional in-person meetings, if requested, are available at \$2,000 per meeting. Candidate travel reimbursements, if applicable, are handled directly by the client.

Billing Schedule

1st Billing	Due after start meeting	\$10,666
2nd Billing	Due after progress report delivery	\$10,667
3rd Billing	Due after interviews are complete	\$10,667

We are happy to adjust the billing schedule to meet your administrative needs. With Alliance, you benefit from transparent pricing, no hidden fees, and a process designed to deliver **maximum value**.

Cancellation / Discontinuation Clause

Flexibility and Client Control

We understand that priorities can shift, and you retain full flexibility to discontinue the search at any point. Should you choose to cancel the assignment, you will only be billed for services performed and expenses incurred up to the date of cancellation:

- ▶ Within the first 30 days, one-third of the professional fee is due.
- ▶ After 30 days, the remaining fee is prorated based on time elapsed.
- ▶ After 90 days, the full professional fee is due.

Additionally, if you hire — within one year — any candidates introduced during our search process for a position other than the original role, a **reduced placement fee of \$10,000 per hire** will apply.

Our goal is to provide you flexibility and fairness, while ensuring transparency in our partnership.

Our Commitment to Your Success

We stand fully behind the quality of our work and the success of the leaders we help you hire. If the selected candidate (recommended by us for hire and excluding internal candidates) leaves for any reason within one year of their start date, Alliance Resource Consulting will conduct a replacement search at **no additional cost**.

Our goal is not just to fill a position — it's to ensure you have the right leader in place for the long term. This commitment reflects our confidence in our process and our dedication to your satisfaction and success.

Alliance Summary

At Alliance Resource Consulting, we don't just deliver candidates — we deliver peace of mind. Our team is ready to partner with the Coastside County Water District to ensure a seamless, efficient, and highly successful General Manager search. We look forward to bringing you exceptional service, trusted guidance, and a results-driven process that makes your job easier and secures the leadership your community deserves.

Contact Information

Alliance Resource Consulting

Headquarters

1 Centerpointe Drive, Suite 440
La Palma, CA 90623

Website: www.alliancerc.com

LinkedIn: <https://www.linkedin.com/company/alliance-resource-consulting>

Sherrill Uyeda

Office: (562) 901-0769 x 331

E-mail: suyeda@alliancerc.com

Wesley Herman

Office: (562) 901-0769 x 337

E-mail: wherman@alliancerc.com

References

Marin Municipal Water District

Name: Vikkie Garay

Title: Human Resources Manager

Phone #: (415) 945-1430

Email: vgaray@marinwater.org

Rancho California Water District

Name: Eileen Dienzo

Title: Director of Human Resources

Phone #: (951) 296-6929

Email: dienzoe@ranchowater.com

Biographies

Sherrill Uyeda Founding Partner

Sherrill has over twenty-five years of public sector executive search experience. She began her career in executive search in 1998 and from 1999 to 2004, Sherrill was an executive search consultant with MAXIMUS, a leading government consulting firm which assists state, federal and local governments. In 2004, along with Eric J. Middleton, she founded Alliance Resource Consulting LLC.

Since 2007, Sherrill has been instrumental in expanding the organization's presence in the Silicon Valley, Tampa (FL) and Sacramento (CA). She fosters an environment of frequent communication to both clients and candidates as well as ensuring transparent and ethical recruitments on a timely basis. Her leadership and collaborative skills have led to an impressive hiring and retention rate.

Sherrill's track record of recruiting high-profile government executives across the nation in various industries include: city and county management, transportation, utilities, human resources, library services, building and planning, economic development and pension and retirement systems. Past clients for nationwide recruitments have included the City/County of San Francisco (CA), the County of Los Angeles (CA), Arlington County (VA), Broward County (FL), the City of Atlanta (GA), the City of Alexandria (VA), the City of Boston (MA), the City of Dallas (TX), and the City of San José (CA). Past retirement systems, she has recruited for are: Contra Costa County Employees Retirement Association, Fresno County Employees Retirement Association, Kern County Employees Retirement Association, Marin County Employees Retirement Association, Santa Barbara County Employees Retirement System, and Sonoma County Employees Retirement Association.

Additional areas of expertise include: facilitating community forums and outreach meetings, conducting multi-lingual citizen surveys and compensation and benefits negotiations.

Sherrill graduated from the University of Southern California, with both a Bachelor of Arts degree in Communication Arts and Sciences and a Master of Public Administration degree. She is a member of USC's Town and Gown and the Society for Human Resources Management.

Wesley Herman Regional Director, West Coast

Wes is an accomplished executive recruiter specializing in local government placements, with extensive experience in law enforcement, public sector management, and private sector leadership. With more than 16 years of leadership in municipal policing in Northern California, he has spearheaded strategic initiatives and personnel selection to bolster public safety and operational excellence. His career includes launching specialized units, fostering public-private partnerships, and leveraging technology to advance policing practices, all while managing high-profile initiatives and diverse teams.

Before transitioning into law enforcement, Wes spent over a decade in the private sector, leading approximately 100 executive, department head, and technical recruitments for local governments on the West Coast. His ability to identify and align talent with organizational needs has helped his clients build strong, effective leadership teams. Wes' deep understanding of public sector challenges and needs, coupled with his extensive network and relationship-building skills, has positioned him as a reliable partner who can navigate complex organizational landscapes and connect clients with exceptional leadership talent.

Wes holds a Master of Science in Law Enforcement and Public Safety Leadership from the University of San Diego and a Bachelor of Science in Economics and Business Administration from Saint Mary's College of California. His forward-thinking approach and dedication to impactful public sector solutions make him a trusted partner in advancing the leadership and effectiveness of local government.

ATTACHMENT B

WBCP, Inc. (Wendi Brown Creative Partners)



RECRUITMENT SERVICES



GENERAL MANAGER

MARCH 27, 2026

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I. COVER LETTER.....

MARCH 27, 2026

Mary Rogren
General Manager
766 Main Street,
Half Moon Bay, CA 94019



RE: Coastside County Water District – General Manager Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the General Manager of the Coastside County Water District. **WBCP has worked on many similar recruitments, and we look forward to the opportunity to partner with your organization on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

WBCP, Inc. was selected, through a national request for proposal process, as the single-awarded vendor for executive recruitment services through a national competitive process conducted by the National Association of Counties (NACo) under the Public Promise Procurement (PPP) program. This cooperative purchasing agreement, with San Diego County serving as the Lead Public Agency (LPA), allows public sector organizations across the U.S. to satisfy competitive procurement requirements and contract directly with WBCP—without the delays or added costs of a traditional RFP process. The PPP/LPA partnership ensures that organizations can engage WBCP quickly, compliantly, and with confidence in the value and quality of service delivered. **Learn more here: <https://wbcpinc.com/naco>.**

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **Additionally, we guarantee this placement for 12 months, and we provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.**

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the staff whom the future General Manager will lead.

My team and I know the California candidate marketplace and have many clients in your region, such as the **Valley Water (Santa Clara Valley Water District), County of Santa Cruz, City of Milpitas, County of San Mateo, County of Santa Clara, and County of Monterey (just to name a few)**. We have exceptional experience successfully recruiting for similar positions, with several recent notable recruitments including, but not limited to:

- **General Manager, San Benito County Water District, CA**
- **General Manager, Tuolumne Utilities District, CA**
- **General Manager, Olivehurst Public Utility District, CA**
- **General Manager, Trabuco Canyon Water District, CA**
- **Assistant General Manager – Water Operations, Modesto Irrigation District, CA**

To see a full list of our clients and successful recruitments, visit: <https://tinyurl.com/2z9sfnyd>

We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. WBCP's executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you will read their biographies in this proposal. WBCP now has offices in California, Oregon, Washington, Texas, Arizona, South Dakota, and Florida.

I. COVER LETTER.....

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2025 year-end review, we found that over the last three years 68% of our placed candidates came from diverse backgrounds.** In fact, we are often selected and told that we bring a larger, more qualified and diverse groups of candidates than they have ever received from past professional recruiters.

Clients also choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, we love what we do, and we are passionate about finding exceptional candidates who are also passionate about serving others. WBCP's staff are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.
wendi@wbcpinc.com | 541-664-0376
www.wbcpinc.com

DIVERSITY

68%

*of WBCP candidates
placed in positions
come from a diverse
background*

II. BACKGROUND & QUALIFICATIONS.....

Principal: Wendi Brown, President/CEO

Company Legal Name: WBCP, Inc. (W. Brown Creative Partners)

Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon (3 offices including WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; Grants Pass, Medford, and Tigard
- **California (6 offices):** San Jose, Gilroy, Roseville, Camarillo, Marina Del Rey, and Santa Barbara
- **Washington (2 offices):** Seattle and Walla Walla
- **Texas:** Dallas
- **Arizona:** Douglas
- **South Dakota:** Mitchell
- **Florida:** Minneola and Jacksonville



WOMEN OWNED

WBCP is a 100% women-owned business, an S Corporation, not part of a parent company, and is a registered small business through the US Small Business Administration (SBA). WBCP is registered to do business in all states we serve, and files and pays California S Corporation and personal income tax to the State of California.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.

II. BACKGROUND QUALIFICATIONS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in **California, Arizona, Colorado, Idaho, Nevada, New York, Oregon, Ohio, Texas, Utah, and Washington.**

CITIES & TOWNS

California

- Anaheim
 - Arcata
 - Atwater
 - Banning
 - Berkeley
 - Calistoga
 - Ceres
 - Chino
 - Colfax
 - Corte Madera
 - Culver City
 - Davis
 - Dunsmuir
 - Emeryville
- Encinitas
 - Fremont
 - Fresno
 - Gilroy
 - Goleta
 - Hemet
 - Irvine
 - Laguna Beach
 - Larkspur
 - Lincoln
 - Livermore
 - Livingston
 - Long Beach
 - Los Altos
- Marina
 - Milpitas
 - Napa
 - Novato
 - Ontario
 - Orinda
 - Oxnard
 - Palo Alto
 - Parlier
 - Pasadena
 - Petaluma
 - Pismo Beach
 - Port Hueneme
 - Portola Valley
- Redding
 - Riverside
 - Rocklin
 - Roseville
 - Sacramento
 - San Francisco
 - San Jose
 - San Rafael
 - Santa Maria
 - Santa Monica
 - Santa Paula
 - Santa Rosa
 - Solvang
 - Sonoma
- South Pasadena
 - Sutter Creek
 - Truckee
 - Ventura
 - Vernon
 - Victorville
 - Watsonville
 - West Hollywood
 - Windsor

Oregon

- Ashland
 - Astoria
 - Central Point
 - Garibaldi
 - Gold Hill
 - Grants Pass
 - Hubbard
- Independence
 - Newport
 - Pendleton
 - Phoenix
 - Rogue River
 - Talent
 - Tillamook

Arizona

- Chandler
- Phoenix
- Goodyear

Nevada

- Boulder City

New York

- Rochester

Texas

- Fort Worth

Utah

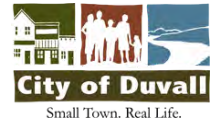
- Park City

Washington

- Duvall

Ohio

- West Chester



COUNTIES

California

- Alameda
 - Alpine
 - Colusa
 - Contra Costa
 - Del Norte
 - Fresno
 - Humboldt
 - Lake
 - Los Angeles
 - Marin
 - Mariposa
 - Mendocino
 - Merced
 - Mono
- Monterey
 - Napa
 - Nevada
 - Orange
 - Placer
 - Riverside
 - Sacramento
 - San Benito
 - San Bernardino
 - San Diego
 - San Francisco
 - San Mateo
 - San Joaquin
 - Sutter
- San Luis Obispo
 - Santa Barbara
 - Santa Clara
 - Santa Cruz
 - Shasta
 - Solano
 - Sonoma
 - Stanislaus
 - Tehama
 - Tulare
 - Tuolumne
 - Yuba
 - Yolo

Colorado

- Boulder
- El Paso
- Larimer

Oregon

- Jackson
- Lane

Washington

- King

North Dakota

- Cass

Texas

- Comal



II. BACKGROUND QUALIFICATIONS.....

LOCAL AND NATIONAL COUNCILS, BOARDS, DISTRICTS, AND JOINT POWERS AUTHORITIES (JPAS)

National

- Hass Avocado Board (HAB)
- North American Blueberry Council / U.S. Highbush Blueberry Council(NABC/USHBC)

California

- Amador Water Agency
- Association of California Water Agencies (ACWA)
- Alameda–Contra Costa Transit District (AC Transit)
- Bay Area Rapid Transit District (BART)
- Bear Valley Community Services District
- Boulder Creek Fire Protection District
- California Municipal Utilities Association (CMUA)
- California Prison Industry Authority (CALPIA)
- Cosumnes Community Services District
- Dublin San Ramon Services District
- Irvine Ranch Water District
- John Wayne Airport
- Los Angeles County Employees Retirement Association (LACERA)
- Los Angeles Unified School District (LAUSD)
- Los Angeles World Airports (LAWA)
- Mendocino County Air Quality Management District
- Metropolitan Transportation Commission (MTC)
- Metropolitan Water District of Southern California
- Modesto Irrigation District
- Monterey One Water
- Nevada Irrigation District
- Newark Chamber of Commerce
- Oakland Housing Authority
- Olivehurst Public Utility District

- Orange County Employees Retirement System (OCERS)Port of Long Beach
- Port of San Diego
- Placer County Transportation Planning Agency (PCTPA)
- Sacramento Area Flood Control Agency (SAFCA)
- Sacramento Employment & Training Agency (SETA)
- Sacramento Public Library Authority
- Sacramento Sewer District
- Sacramento Suburban Water District
- San Benito Council of Governments
- San Benito County Water District
- San Diego Port Authority
- San Joaquin County Employees' Retirement Association (SJCERA)
- San Rafael Sanitation District (SRSD)
- Santa Clarita Valley Water Agency
- Sonoma County Library
- Tri-City Mental Health Authority (TCMHA)
- Truckee-Donner Public Utility District (TDPUD)
- Tuolumne Utilities District
- Turlock Irrigation District
- Trabuco Canyon Water District
- Valley Consortium for Medical Education (VCME)
- Valley Water
- Water Forum
- West Basin Municipal Water District
- Trindel

Oregon

- Jackson County Fire District 5
- Rogue Valley Sewer Services

Idaho

- Teton County Joint Housing Authority (TCJHA)



II. BACKGROUND QUALIFICATIONS.....

NONPROFITS

National

- Futures Without Violence (Family Violence Prevention Fund)
- Radio Bilingüe

California

- Center Point
- Central California Legal Services (CCLS)
- Community Food Bank
- Downtown Streets Team
- First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo)
- Gold Coast Health

- Greater Richmond Interfaith Program (GRIP)
- Northern Valley Catholic Social Service (NVCSS)
- Options Recovery
- San Francisco Estuary Institute
- West Angeles Church of God in Christ

Oregon

- Community Works
- Dogs for Better Lives / Dogs for the Deaf
- Southern Oregon Regional Economic Development, Inc. (SORED)



**CENTRAL CALIFORNIA
LEGAL SERVICES**
JUSTICE. EQUITY. POWER.



radio bilingüe
Red Nacional de Radio Pública Latina



Center Point



Southern Oregon Regional
Economic Development, Inc.



Transitions-Mental
Health Association



**DOGS for
better
LIVES.**



**FUTURES
WITHOUT VIOLENCE**



**Northern Valley
Catholic Social Service**
INSPIRING HOPE & TRANSFORMING LIVES



COMMUNITY WORKS
Domestic Violence · Sexual Abuse · Sex Trafficking
RESOURCE CENTER

PRIVATE ORGANIZATIONS

- CDS Publications
- Central California Truck and Trailer
- Morton & Pitalo
- NAVA
- Prentice | Long, PC Law Firm
- SWEED
- Tekmanagement
- Touchstone Accounting

CONSULTING SERVICES

Cities

- Fremont (CA)
- Medford (OR)
- Santa Maria (CA)
- Santa Paula (CA)

Counties

- Humboldt (CA)
- Mariposa (CA)
- Santa Barbara (CA)
- San Luis Obispo (CA)

Schools

- Monterey High School



MEDFORD
OREGON



City of
Santa Maria



II. BACKGROUND & QUALIFICATIONS.....

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:

ORGANIZATIONAL LEADERSHIP

- **General Manager, Bear Valley Community Services District, CA**
- **General Manager, Los Angeles Public Media, CA**
- **General Manager, Olivehurst Public Utility District, CA**
- **General Manager, Radio Bilingüe, CA**
- **General Manager, San Benito County Water District, CA**
- **General Manager, Santa Cruz County Animal Services Authority, CA**
- **General Manager, Tuolumne Utilities District, CA**
- **General Manager, Trabuco Canyon Water District, CA**
- **Deputy General Manager, City of Ontario, CA**
- **Assistant General Manager Water Operations, Modesto Irrigation District, CA**
- City Manager, City of Atwater, CA
- City Manager, City of Boulder City, NV
- City Manager, City of Ceres, CA
- City Manager, City of Colfax, CA
- City Manager, City of Dunsmuir, CA
- City Manager, City of Garibaldi, OR
- City Manager, City of Gold Hill, OR
- City Manager, City of Independence, OR
- City Manager, City of Oxnard, CA
- City Manager, City of Pasadena, CA
- City Manager, City of Parlier, CA (active)
- City Manager, City of Petaluma, CA
- City Manager, City of Phoenix, OR
- City Manager, City of Port Hueneme, CA
- City Manager, City of Santa Maria, CA
- City Manager, City of Santa Rosa, CA
- City Manager, City of Santa Monica, CA (active)
- City Manager, City of Sonoma, CA
- City Manager, City of Talent, OR
- City Manager, City of Tillamook, OR (active)
- City Manager, City of Ventura, CA
- City Administrator, City of Duvall, WA
- City Administrator, City of Hubbard, OR
- City Administrator, City of Rogue River, OR
- Town Manager, Town of Truckee, CA
- Town Manager, Town of Windsor, CA
- Town Manager, Town of Portola Valley, CA (active)
- Assistant City Manager (Municipal Services), City of Sacramento, CA

II. BACKGROUND & QUALIFICATIONS.....

ORGANIZATIONAL LEADERSHIP (CON'T)

- Assistant City Manager (Public Safety), City of Sacramento, CA
- Deputy City Manager, City of Long Beach, CA
- Chief Executive Officer, CalPIA (California Prison Authority), CA
- Chief Executive Officer, Downtown Streets Team, CA
- Chief Executive Officer, Newark Chamber of Commerce, CA
- Chief Executive Officer, San Joaquin County Employees' Retirement Association (SJCERA), CA
- Chief Executive Officer, San Joaquin Tributaries Authority, CA
- County Executive Officer, County of Shasta, CA
- County Administrative Officer, San Benito County, CA
- ACAO – Assistant County Administrator, County of San Joaquin, CA
- ACAO/HR Director, County of Mariposa, CA
- ACEO – Assistant County Administrative Officer, County of Santa Barbara, CA
- ACEO – Assistant County Executive Officer, County of Napa, CA
- Chief Operating Officer, Futures Without Violence, CA
- Chief Operating Officer, WBCP Inc., OR
- Chief Operating Officer – IT and Administrative Services, Valley Water, CA
- Chief Operating Officer – Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer/Executive Director, Valley Consortium of Medical Education, CA
- Executive Director, California Municipal Utilities Association (CMUA), CA
- Executive Director, First 5 Association of California, CA
- Executive Director, Water Forum, CA
- Executive Director, San Benito Council of Governments, CA
- Executive Director, Placer County Transportation Planning Agency, CA
- Executive Director, Teton County Joint Housing Authority, ID
- Executive Director, Arts Commission, County of Santa Barbara, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, Northern Valley Catholic Social Service, Redding, CA
- Executive Director, Greater Richmond Interfaith Program, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Sacramento Employment and Training Agency (SETA), CA
- Executive Director, Pacific Gateway Workforce Innovation Network (PGWIN), City of Long Beach, CA
- Executive Director, Tri-City Mental Health Authority, CA
- Executive Director, First 5 Fresno, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director – Police Accountability Board, City of Rochester, NY
- Executive Director, San Joaquin Tributaries Authority, CA
- Assistant Executive Director, First 5 San Mateo, CA
- Chief Animal Control Officer, City of Sacramento, CA
- Chief Deputy Director, ISD, County of Los Angeles, CA
- Vice President/Business Development Director, WBCP Inc., OR
- Executive Vice President, Center Point, CA

[Check out our full list of
recruitments here:
https://tinyurl.com/2z9sfnyd](https://tinyurl.com/2z9sfnyd)

II. BACKGROUND & QUALIFICATIONS.....

RECRUITING WITH DIVERSITY IN MIND:

Since partnering with the country’s largest network of diversity job boards, **we have seen a 21% increase in diverse applicants and a 13% increase** in diverse candidates placed in positions with our clients. This demonstrates WBCP's dedication to expanding outreach and removing barriers to apply, ensuring access to a highly qualified and diverse applicant pool.

600 Diversity Job Boards:

When you post a job with WBCP, it is automatically shared across 600 diversity job boards, maximizing reach and ensuring access to a wide and inclusive pool of talent. We also utilize the largest diversity database with over 160 million resumes and 15,000 community based organization contacts to expand our search.

LinkedIn:

As LinkedIn recruiters, we have access to over 1 Billion profiles, allowing us to evaluate candidates' backgrounds, education, experience, licensure, and more.

AI:

WBCP also leverages AI tools to gather additional information to effectively reach future applicants and candidates contact information for emails and phone numbers.

WBCP understands the complexities of meeting the needs of a diverse community, and we provide a thorough, complete, and fair recruitment process.



Streamline and Satisfy the RFP Process to receive recruiting on demand. Reach out to WBCP today for more information.



II. BACKGROUND & QUALIFICATIONS.....

WHY CHOOSE WBCP

Proven Expertise:

- **Over 20 Years in Business and 100+ Years of Experience:** With over a century of combined experience, our recruitment professionals excel in public service sectors, including cities, counties, utilities, special districts, joint powers authorities, and non-profits. Our proven track record ensures expertise tailored to your needs.
- **100% Success Rate:** In 2024, we achieved a 100% success rate, successfully filling every position we managed including partial and full scope services from engineering, planning, finance, health and human services, legal, legislative, hard-to-fill civil service positions, and many more! We deliver results no matter what the challenge.

Employer Recognition: WBCP has been recognized as Oregon's TOP 100 EMPLOYERS.

HR Teams Trust Us: We simplify the recruitment process, managing every detail so HR teams can focus on other priorities. From sourcing candidates to scheduling interviews and providing updates, our seamless approach saves time, reduces stress, and ensures results.

Strategic Marketing and Advertising: Our marketing team designs targeted campaigns using diverse, cost-effective channels powered by AI. These campaigns maximize reach while staying within budget and include:

- **Diverse Applicant Pools:** Access to over 600 diversity-focused job boards, 15,000 diversity affiliations, and 120 million resumes ensures diversity is integral to our process.
- **LinkedIn Recruiter Expertise:** With access to 230 million U.S. profiles, we connect you with top-tier talent.
- **AI-Driven Talent Acquisition:** Advanced AI strategies enhance efficiency and uncover new candidate engagement opportunities.

Trusted Partners and Culture Cultivators: We go beyond finding candidates by building trust with your team and stakeholders. Our tailored strategies align top talent with your organizational culture, ensuring a collaborative and thoughtful recruitment process.

Recruiting with Competencies: Ensures a fair, measurable, and effective hiring process. This strategic approach helps identify the client's needs and then assesses candidates on the critical skills and behaviors for success.

Benefits:

- **Fairness:** Focuses on role-specific competencies.
- **Measurability:** Provides objective evaluation criteria.
- **Better Matches:** Aligns talent with organizational and cultural needs.
- **Equitable:** Reduces bias with standardized assessments.

Recruiting with competencies delivers high-quality, measurable solutions that ensure the best candidates for your team's success and cultural alignment.

Timely and effective background and

Reference Checks: WBCP partners with a trusted third party for thorough background checks and relies on a 30-year public safety veteran, retired as a police chief, and an expert in employee investigations, to conduct expert reference verifications. This ensures accuracy, professionalism, and confidence in every hiring decision.

Guaranteed Satisfaction: We stand behind our work with a 12-24 month guarantee. If the initial placement doesn't work out, we will conduct a replacement search at no additional consulting fee, ensuring lasting value for your investment.

III. GUARANTEE.....

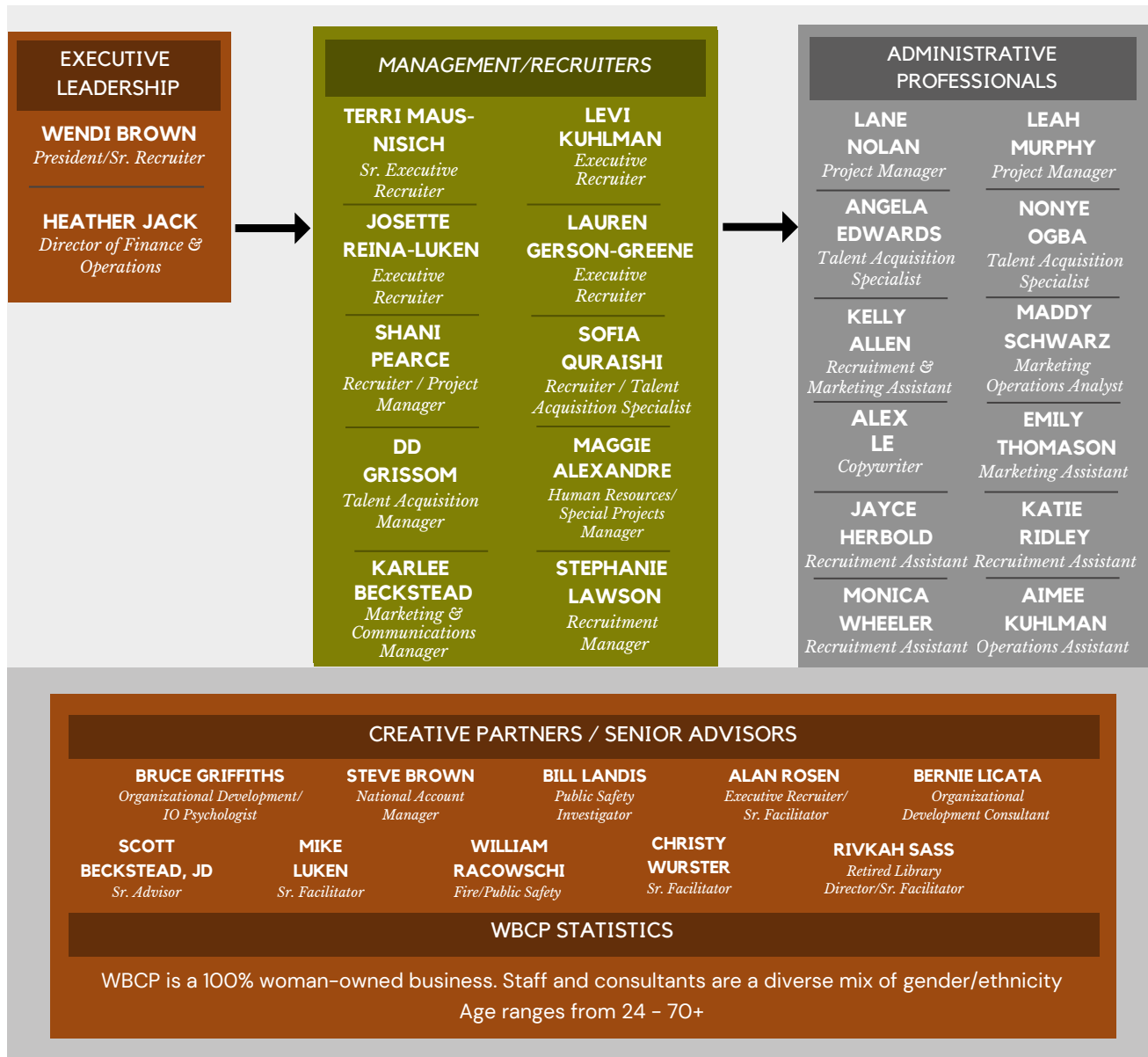
WBCP Inc. provides either a placement guarantee, or a replacement guarantee as determined by the recruitment outcome and defined below:

Successful Placement Guarantee: We guarantee a successful placement and will provide continued consulting services for one additional recruitment at no extra consulting fee. The client will be responsible for any direct expenses.

OR

Replacement Guarantee: If a candidate selected and appointed by the client leaves their position for any reason before completing **12 months** of service, WBCP will provide consulting services at no additional cost to secure a replacement. The client will be responsible for any direct expenses. This guarantee applies to one replacement within one year of the candidate's departure.

IV. ORGANIZATIONAL CHART.....



V. WBCP KEY STAFF.....

WENDI BROWN

*Lead Consultant/
Sr. Executive
Recruiter*



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor’s of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master’s in Management at Southern Oregon University.

TERRI MAUS-NISICH

Sr. Executive Recruiter



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor’s Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University’s JFK School of Government.

V. WBCP KEY STAFF.....

LAUREN GERSON-GREENE

Executive Recruiter



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren’s diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor’s degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

LEVI KUHLMAN

Executive Recruiter



Levi Kuhlman is an Executive Recruiter at WBCP, and an experienced professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. He has worked extensively with local municipalities, special districts, and not-for-profit organizations across the Western region, with a focus in California, Oregon, and Idaho. Levi has conducted many successful recruitments in various industries including planning, rent stabilization and housing, engineering, finance, city management, transportation and transit, community development, building and safety, public safety, risk management, and information technology. Levi serves as a skilled and diplomatic liaison, earning a reputation for his personalized approach to recruiting. Before joining the ranks of WBCP, he advocated on behalf of tenants, landlord, and clients. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

V. WBCP KEY STAFF.....

JOSETTE REINA-LUKEN

Executive Recruiter



Josette, an Executive Recruiter at WBCP, specializes in government finance and the water industry with nearly 30 years of experience. Her career began in IT, managing software implementations and leading training and sales teams. After earning her MBA, she transitioned to municipal agencies, holding various management positions, including Administrative Manager and Financial Manager. With expertise in budgeting, strategic planning, and organizational development, Josette has made significant contributions to the agencies she's served. She holds a Bachelor's Degree in Political Science/Public Administration from the University of South Florida, an MBA from the University of Phoenix, and certificates in Human Resources from the California State University and Leadership from the University of Davis.

SHANI PEARCE

Executive Recruiter



Shani Pearce brings over 15 years of corporate and public sector experience to her role as an Executive Recruiter at WBCP, with a background spanning executive support, human resources, project management, and regulatory compliance. She began her career with the City of Medford, working closely with executive leadership on labor relations, wellness initiatives, recruitment, and large-scale events. In the private sector, she advanced as a Human Resources Business Partner, specializing in recruitment, training, and organizational development, before joining a multi-billion-dollar, multi-state energy company where she progressed into project management, overseeing compliance, licensing, permitting, and stakeholder engagement. Alongside her corporate work, Shani co-founded a wedding and event business, further demonstrating her creativity and logistical expertise. At WBCP, she brings this diverse experience to lead recruitment processes, engage with clients, source candidates, and ensure a seamless candidate experience, making her a trusted partner to clients and a valued member of the WBCP team.

REVIEW OTHER EMPLOYEES & CONSULTANT PARTNERS ON OUR WEBSITE: WWW.WBCPINC.COM/WBCP-TEAM

VI. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes digital advertising to obtain diverse applicant pools, leveraging local and national job boards, associations, and social media. In partnership with a diversity platform, our postings reach up to 600 local employment and diversity websites, connecting across 15,000+ community organizations and niche sites, tapping into a job bank of 2 million resumes. Upon our 2025 year-end review, we found that over the last three years 68% of our placed candidates came from diverse backgrounds.

EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP's existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.



SOURCING/HEADHUNTING

WBCP employs a proactive approach by reaching out to targeted individuals and cultivating new connections through referrals from reputable sources. As a LinkedIn recruiter, we harness the power of over 350 million profiles to identify and engage with ideal candidates. Additionally, WBCP utilizes cutting-edge AI tools for precise Boolean searches, enabling us to uncover niche candidates effectively.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. RECRUITMENT STRATEGY / PHASES.....

RESUME ASSESSMENT

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

SCREENING INTERVIEWS / REPORT TO CLIENT

WBCP does not restrict the number of applicants or candidates to be screened. Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidates' professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



COMMUNICATION WITH CANDIDATES

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

SELECTION PROCESS

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

COMMUNICATION WITH CLIENT

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



NEGOTIATIONS

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

VII. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will be conducted in accordance with local law and typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.

VIII. RECRUITMENT TIMELINE.....

*BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT
WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT*

Week 1:

- Secure services with search firm, WBCP, Inc.
 - WBCP can schedule a Kickoff meeting as soon as we are selected.
- WBCP: review search parameters and recruiting processes with Client
 - Interview with hiring authority and other stakeholders for competencies
 - Identification of advertising venues and ideal candidate prospects
 - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Secure panel member calendars
- Timeline may be extended if direct mail piece is included (i.e., print/postage)
- Finalize panel members and interview logistics and invitations to panel members

Weeks 4, 5, + 6:

- Receive applications –Collect and source applicants will continue until recruitment closes

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**
- Conduct initial phone screen to identify shortlist of candidates
- Preliminary check on shortlist candidates (Google search)
- Candidate profiles developed and short list recommendations to client

Weeks 9 + 10:

- **MEETING – Client confirms selection of candidates to be advanced to panel interviews**
- Finalize questions, presentation, in-basket (as determined)
- Coordinates invitations with selected top candidates (shortlist)
- Produce panel candidate interview packets

Weeks 10 + 11:

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
 - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
 - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
 - As needed schedule staff and/or community discussions/meetings

Week 12:

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists)
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer

NEGOTIATIONS / HIRE:

- Hire date to accommodate possible candidate relocation
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

IX. REFERENCES.....

1-San Benito County Water District, California

Similar Position Filled:

- General Manager

Contact Information:

- Cindy Tyler, HR Analyst – ctyler@sbcwd.com | 831-637-8218

2-San Joaquin Tributaries Authority, California

Similar Position Filled:

- Executive Director

Contact Information:

- Jennifer Persike, President/Founder, JP&CO – jp@jenniferpersike.com | 916-296-3981

3-California Municipal Utilities Association (CMUA), California

Similar Position Filled:

- Executive Director

Contact Information:

- Craig Miller, President, Board of Governors – cmiller@wmwd.com

X. MARKETING MATERIAL EXAMPLES.....

*Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: wbcp202510**

- [General Manager, San Benito County Water District, CA](#)
- [General Manager, Tuolumne Utilities District, CA](#)
- [General Manager, Olivehurst Utilities District, CA](#)
- [General Manager, Trabuco Canyon Water District, CA](#)
- [Assistant General Manager of Water Operations, Modesto Irrigation District, CA](#)
- [Executive Director, San Joaquin Tributaries Authority, CA](#)
- [Executive Director, California Municipal Utilities Association, CA](#)
- [Executive Director, Water Forum, CA](#)
- [Director of Power Systems, Nevada Irrigation District \(NID\), CA](#)

XI. COST SHEET/TIMELINE POLICY.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning (open for applications and advertising campaign launched), middle (shortlist selection), and end of the recruitment process (selection made and background/ references concluded).

SERVICE COST PER RECRUITMENT GENERAL MANAGER

Description of Services/Deliverables:	Inclusive Rate Per Recruitment:
<p>Consulting Services: Phases I-IV in the proposal's recruitment strategy/phases section.</p>	<p>\$28,900 (flat rate)</p>
<p>Expenses Include: Travel to client location (up to 2 trips); document shipping fees/delivery charges to facilitate virtual meetings, panel packet content; fees for background and reference checks; may include fee for one additional consultant to travel (and related expenses) and facilitate an additional panel for one day (\$700/day); brochure/graphic design (\$950); marketing and advertising which may include: print and postage (if applicable); online job boards; social media; sourcing; and may include flat fee pricing for: LinkedIn \$395, InMails \$300, Circa Diversity Job Boards \$295, Zoom Info \$299. These expenses will be billed based on what is expended and based on the needs of the client/recruitment.</p>	<p>Up to \$5,500 - \$7,900 (direct expenses not-to-exceed)</p>

Additional Services Included in Cost

- Extensive stakeholder engagement including virtual stakeholder meetings
- Online Surveys: (includes developing recommended survey questions, creating and distributing the survey link, managing the survey period, and providing the compiled response data for review and analysis.)

Optional Services

- Additional Virtual Interview Facilitation (beyond the two facilitators included): \$750 per day, per consultant
- Additional On-Site Meeting Days/Interviews (beyond the two trips included): \$1,500 per day, per consultant, plus applicable travel expenses*
- Additional Background Checks (beyond one final candidate): \$300 per candidate
- Additional Reference Checks (beyond one final candidate): \$500 per candidate
- Additional Hires (beyond the initial placement): \$9,000 per candidate
- Web Content Accessibility Guidelines (WCAG) Brochure Updates (optional): \$150-\$200 per brochure

**Expense reimbursement for Consultant travel related to additional on-site meeting days is billed at the actual rate (airfare/mileage, lodging) and is the responsibility of the Client.*

XI. COST SHEET/TIMELINE POLICY.....

Additional Cost

Upon request, WBCP can coordinate candidate travel and related expenses. Since this service falls outside of the standard scope of work, clients who choose this option should anticipate an estimated travel reimbursement of up to \$1,500 per non-local candidate. This estimate typically covers lodging, primary transportation, and/or a stipend.

Cost and Timeline Policy

1. Work Performed Out of Scope: To deliver optimal results, adherence to agreed-upon dates and times for critical recruitment milestones (e.g., shortlist meeting and interview dates) is required. Any changes to these timelines after the recruitment process has commenced may result in:

a. **Forfeiture of the Recruitment Guarantee:** Deviating from the agreed timeline will void the recruitment services guarantee if the deviation is significant enough to affect the overall outcome of the recruitment (i.e., losing ideal candidates due to a prolonged timeline)

b. **Additional Charges:** Adjustments to timelines will incur additional fees for additional administrative work, rescheduling, etc., billed at our standard hourly rate of \$250.

These policies ensure clarity, fairness, and high-quality outcomes for all parties involved.

Proposal Negotiations

While our standard pricing reflects the value and quality of our recruitment services, we recognize that each client's needs are unique. As such, we are open to discussing pricing options and also offer flexible partial search services that can be tailored to meet your specific requirements.



XII. OTHER.....

INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS


Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. Upon our 2025 year-end review, we found that over the last three years 68% of our placed candidates came from diverse backgrounds. We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.

FORCE MAJEURE

Client agrees that WBCP, Inc. is not responsible for any events or circumstances beyond its control (e.g., including but not limited to war, riots, embargoes, strikes, and/or Acts of God) that prevent WBCP, Inc. from meeting its obligations under this Agreement.



Wendi Brown, President

MARCH 27 2026

Date

Client, Title

Date

ATTACHMENT B

Bob Murray & Associates



**BOB MURRAY
& ASSOCIATES**

Experts In Executive Search

A Proposal to Conduct an Executive Recruitment

for the Position of

GENERAL MANAGER

on behalf of the



1544 Eureka Road, Suite 180
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax

March 19, 2026

Mr. Bob Feldman, President and
Members of the Board of Directors
Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019

Submitted via email to: mrogren@coastsidewater.org

Dear Mr. Feldman:

Bob Murray & Associates is pleased to submit a proposal to conduct the General Manager recruitment for the Coastside County Water District. The following details our unique qualifications and describes our systematic–yet flexible–method of identifying, recruiting, and screening outstanding candidates on your behalf. Bob Murray & Associates is proud to offer straightforward, *all-in pricing*, eliminating surprises and making the experience simple and stress-free. This proposal includes information on our proven process, a timeline, and a guarantee.

As the premier public sector executive search firm specializing in positions that report directly to elected boards/councils, we understand the unique dynamics, high expectations, and political acumen required of leaders in these critical roles. We don't just fill positions—we ensure the candidates we present to Coastside County Water District are well-aligned with your organization's goals, values, and culture. Our team is composed of experienced executive recruiters and former public-sector executives—professionals who are passionate about public service and attuned to current trends in government leadership. With over 34 years of experience and a network of more than 40,000 professionals and organizations, we've built a strong reputation for delivering exceptional candidates and achieving repeat success with our clients.

Bob Murray & Associates recognizes that we work at the pleasure of the Board of Directors and our job is to facilitate the Board in finding the District's next General Manager. Our best practice is to establish a strong partnership with the Board, to ensure the placement of a General Manager who is ideally suited to its needs. In developing this collaborative approach, we will seek the opportunity to meet with the Board individually to discuss their expectations for the District's new General Manager. The feedback received from Board will be essential in providing guidance when recruiting and screening candidates for the position.

Current and recent recruitments we have completed similar in scope to your upcoming search include the following:

2026

Marin Municipal Water District, CA
(General Manager) - *current*
Association of California Water
Agencies, CA (Executive Director) -
current

2025

Central Basin Municipal Water District,
CA (General Manager) - *current*
Silicon Valley Clean Water, CA (General
Manager)
Metropolitan Water District of Southern
California (General Manager)
Inland Empire Utilities Agency, CA
(General Manager)
West Contra Costa Integrated Waste
Management Authority (RecycleMore)
(Executive Director)
Elsinore Valley Municipal Water District,
CA (Assistant General Manager)
Monterey Peninsula Regional Park
District (General Manager)
California Statewide Communities
Development Authority (Executive
Director)
San Luis Obispo County Air Pollution
Control District (Air Pollution Control
Officer/Chief Executive Officer)

2024

Glenn-Colusa Irrigation District, CA
(General Manager)

West Basin Municipal Water District, CA
(Assistant General Manager)
Elsinore Valley Municipal Water District
(Director of Engineering)
Western Placer Waste Management
Authority, CA (General Manager)
Resource Conservation District of the
Santa Monica Mountains, CA (District
Manager)

2023

Kinneloa Irrigation District, CA (General
Manager)
Valley Water, CA (Chief Operating
Officer-Watersheds)
Mountain House Community Services
District, CA (Deputy General Manager)
Nipomo Community Services District,
CA (General Manager)
California State Association of Counties,
CA (Chief Operating Officer)
Sonoma County, CA (Executive Director,
Economic Development Board)
Yolo-Solano Air Quality Management
District, CA (Executive Director-Air
Pollution Control)

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Valerie Gaeta Phillips, Gary Phillips, Stephanie Dietz or Yasmin Beers, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand about the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 16 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,

Valerie Gaeta Phillips

Valerie Gaeta Phillips
President, Bob Murray & Associates

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THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding positive placements and providing security and fairness to candidates and clients while ensuring the integrity of the search process. Outlined below are the steps in our proven recruitment process, refined through our **34+ years** of experience in executive recruiting.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the Coastside County Water District's needs will be key to a successful search. Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will meet virtually with the Board of Directors and key stakeholders to learn as much as possible about the ideal candidate for the General Manager position. Key stakeholders often include:

- **Council/Board Members** - up to **five** virtual one-on-one meetings with the Recruiter
- **Internal Stakeholders** (e.g. Department Heads) - up to **two** virtual group meetings with the Recruiter
- **External Stakeholders** (e.g. Chamber of Commerce, Community Groups) - **one** virtual one-on-one or group meeting with the Recruiter

Internal and External Stakeholders

We find that many of our clients value a recruitment process that opens the opportunity for employees, community members, business leaders, and organization representatives to provide input regarding the ideal candidate. Our recruiters are skilled in virtually facilitating group staff meetings, forums for the business community, and/or town hall meetings that provide for equitable involvement from a variety of constituencies.

If the Coastside County Water District desires, we will work with the Board of Directors to create a customized virtual community and/or staff input process. *Please note: Virtual facilitation of stakeholder meetings is included in the professional fee. On-site Recruiter facilitation is available for an additional fee - please refer to "Costs and Guarantee" on page 8 for pricing information.*

Online Stakeholder Surveys

Sometimes clients are seeking input from a wider range of stakeholders—such as community members, business leaders, and organization representatives—online surveys are ideal to solicit input regarding qualities of the ideal candidate. Our experienced recruiters excel at crafting targeted, thoughtful, open-ended questions and can design a customized survey, providing a link for easy sharing on your website.

After closing, your dedicated Recruitment Coordinator will send you the survey response data for your review and analysis. Online Surveys are available for a nominal cost under Optional Services (please refer to page 8).

We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the Coastside County Water District.

Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will review and help define the Agency's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the Agency to identify expectations regarding education and experience. The Coastside County Water District and Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers and your dedicated Recruitment Coordinator will use the candidate profile developed with the Coastside County Water District to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the Coastside County Water District that you feel best represent your organization and your community.

Upon your approval, Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will send the brochure by email (and postal mail if desired) to a targeted audience, personally inviting potential candidates to apply for the General Manager position. We will also place the recruitment brochure on our [website](#), which attracts over 11,000 unique hits weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will also design an effective advertising campaign appropriate for the General Manager recruitment. Our broadest outreach comes through our active social media involvement on LinkedIn as well as our monthly newsletter where upcoming and current positions are featured. Sources such as *Western City Magazine*, PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the General Manager field.

Suggested General Manager-specific advertising sources for the Coastside County Water District's search include:

- Association of Metropolitan Water Agencies
- Association of Women in Water, Energy, and the Environment
- BC Water Jobs
- National Association of Clean Water Agencies

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

Reaching Diverse Candidates

Bob Murray & Associates, a woman- and minority-owned business, is **proud of its commitment to attracting and placing diverse candidates**. Nearly 50% of our last 100 placements were women; Hispanic placements 25%; African American placements 13%; Asian placements 21%; and Native American placements at 1%. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women's Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the Coastside County Water District, to maximize the potential for individuals from a wide variety of backgrounds, cultures, and life experiences to be considered for the General Manager position.

STEP 3 RECRUIT CANDIDATES

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through **over 2,100 successful placements**, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and allay any reservations, and these efforts are essential to the success of the General Manager recruitment.

STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will discuss with the Coastside County Water District how the Agency wishes to proceed with these candidates.

STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Zoom, Teams, or other convenient videoconferencing applications.

STEP 6 SEARCH PUBLIC RECORDS

Under the direction of Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers to any further detailed inquiries we may need to make before our recommendations are finalized.

STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will meet with the Coastside County Water District virtually or on site to share the complete applicant list and recommend a limited number of candidates for your further consideration. Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of interviewees will be up to you.

We typically recommend 6-8 candidates that we feel best match your expectations and prepare a detailed report on each candidate. This virtual “Recommended Finalist” eBook is provided to each member of the decision-making body and includes:

- Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates

- Summary of experience and education for each Recommended Finalist candidate
- Complete cover letter and resume for each Recommended Finalist candidate
- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

STEP 8 FACILITATE PANEL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the Coastside County Water District to craft and implement an interview approach that fits your needs. This may include panel and/or individual interviews by the Coastside County Water District; key stakeholders, community/employee interview panels; writing and presentation samples; meet-and-greets; or other specialized process elements Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers helps the Coastside County Water District to design.

Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will be present on-site during the panel interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided for each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews. Our goal is to ensure that each candidate has a positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS

Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers and your Recruitment Coordinator will conduct detailed reference checks for up to two (2) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style.

In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with the two (2) final candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

STEP 10 ASSIST IN NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Your Recruiter will know what other organizations have done to put deals together with great candidates and what the current market is like for General Manager positions in organizations like the Coastside County Water District's. Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the Coastside County Water District, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers on behalf of the Coastside County Water District.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will be available to the Coastside County Water District by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

COSTS AND GUARANTEE

PROFESSIONAL FEE AND EXPENSES

The **all-inclusive professional services fee** for conducting the General Manager recruitment on behalf of the Coastside County Water District is **\$33,000**. Services provided for in this fee consist of all steps outlined in this proposal, including design and distribution of the recruitment brochure, advertising, marketing and promotion, administrative support, public records research, comprehensive background reporting on the final candidates, postage, technology, and two days of on-site meetings. This proposal is valid for 60 days from the date of the proposal.

*Optional Services are listed below and are in addition to the professional services fee. Expense reimbursement for **Consultant travel** related to additional on-site meeting days is billed at the actual rate (airfare/mileage, lodging) and is the responsibility of the Coastside County Water District.*

The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the Coastside County Water District. Therefore, Ms. Gaeta Phillips, Mr. Phillips, Ms. Dietz or Ms. Beers will contact the Agency at the first anniversary of the placement to confirm an effective transition has occurred.

Optional Services

- **Additional virtual stakeholder meetings:** \$250/meeting
- **Additional on-site meeting days:** \$1,500/day/Consultant, plus travel expenses
- **Online Surveys:** \$500/each (includes preparing recommended questions, preparing and sharing the survey link, closing the survey, and sending the survey response data for your review and analysis)
- **Additional background checks:** \$300/candidate
- **Additional reference checks:** \$500/candidate
- **Additional hires:** \$9,000/candidate

GUARANTEE

In the event a candidate recommended by our firm resigns or is terminated within the first 12 months of employment, Bob Murray & Associates will provide the Coastsides County Water District with professional services to secure a replacement. Services will be provided at no cost, aside from the following *reimbursable* expenses incurred on the Coastsides County Water District's behalf during the new search:

- Brochure design and distribution (\$695 reprint only, \$1,275 edit/reflow/reprint)(*if needed*)
- Advertising actual costs (estimated at \$2,975)
- Public records search for all new candidates (\$500)
- Background Checks (\$300/candidate)
- Reference Checks (\$500/candidate)
- Consultant travel reimbursement (if travel is needed)
- *Plus any applicable Optional Services, if desired*

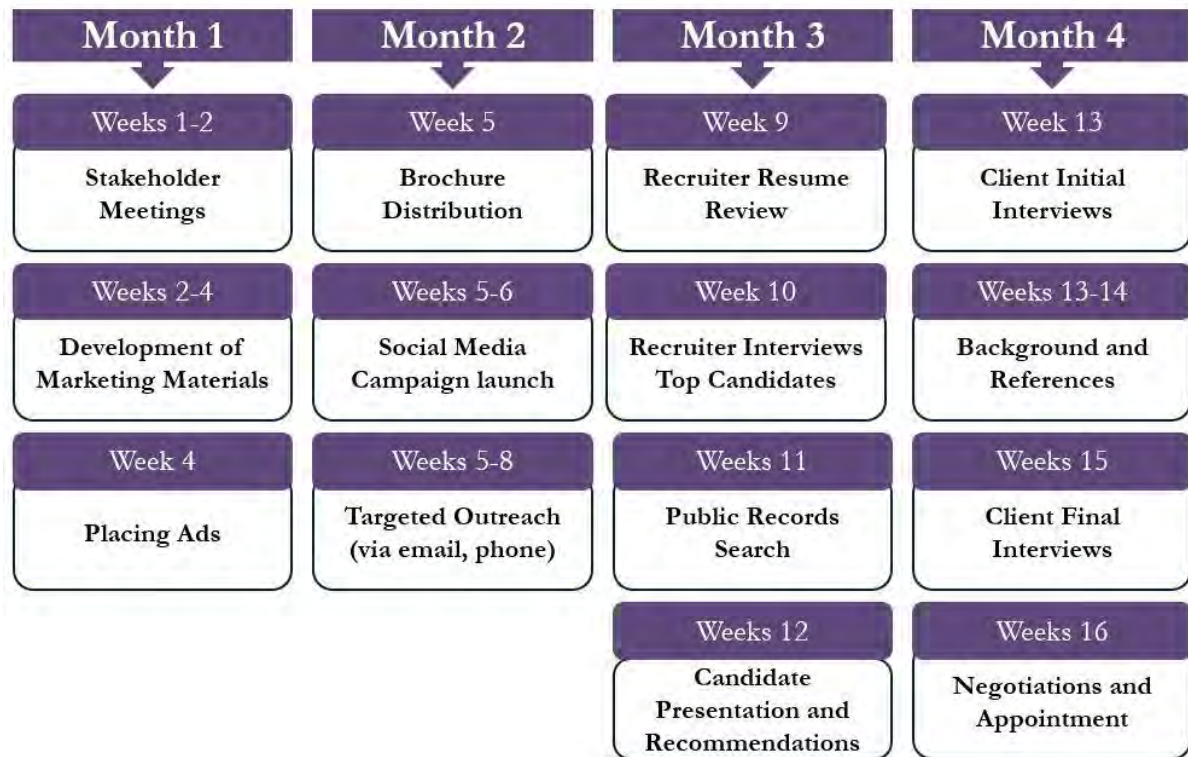
In the event that a placement is not made from the initial recruitment, Bob Murray & Associates will provide professional services to conduct one additional recruitment. Services will be provided at no cost. However, the Coastsides County Water District will be responsible for the *reimbursable* expenses as noted above.

We are confident in our ability to recruit outstanding candidates and do not expect the Agency to find it necessary to exercise this provision of our proposal.

RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with Coastside County Water District. A typical timeline of tasks and events is included here for reference.



FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of seventeen (17):

- Bob Murray, *Founder*
- Valerie Gaeta Phillips, *President*
- Gary Phillips, *Executive Vice President*
- Joel Bryden, *Vice President*
- Yasmin Beers, *Senior Executive Recruiter*
- Adele Fresé, *Senior Executive Recruiter*
- Stacy Stevenson, *Senior Executive Recruiter*
- Jon Lewis, *Executive Recruiter*
- Stephanie Dietz, *Executive Recruiter*
- Melanie Richardson, *Executive Recruiter*
- Jeff Mori, *Executive Recruiter*
- Michael Ishii, *Executive Recruiter*
- Ian Schmutzler, *Executive Recruiter*
- Alexandria Kopack, *Recruitment and Operations Manager*
- Kathy Lolas, *Senior Recruitment Coordinator*
- Grace Marshall, *Senior Recruitment Coordinator*
- Steph Souza, *Recruitment Coordinator*

Please see your lead recruiter's biography below:

VALERIE GAETA PHILLIPS, PRESIDENT AND RECRUITER



Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Since joining Bob Murray & Associates, Valerie has completed over 160 searches in a diverse range of fields, including city and general management, planning, finance, human resources, transportation, communication and public relations, community and economic development, information technology, parks and recreation, and operations. She has recruited at all levels of municipal and non-profit organizations, from technicians and engineers to Executive Directors and Chief Executive Officers.

Valerie is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success; she is also active in a variety of industry organizations and in diversity-focused associations. Valerie is called upon often to serve

as an expert speaker on topics such as managing one's online reputation, diversity issues in municipal and non-profit leadership, and how to identify a positive placement for the organizational culture.

Ms. Gaeta Phillips, along with Executive Vice President Gary Phillips, has a passion for helping people, evidenced by fundraising, sponsorship, and involvement in raising awareness for organizations such as Autism Speaks, the UC Davis M.I.N.D. Institute, and the Northern California Special Olympics.

GARY PHILLIPS, EXECUTIVE VICE PRESIDENT AND RECRUITER



Since joining Bob Murray & Associates, Mr. Phillips has completed over 125 searches for executives and professionals in a wide variety of fields including animal services, city and general management, planning, legal counsel, cyber security, and human resources. Gary's clients have ranged from municipal government to non-profit and private sector organizations, and he has sourced outstanding candidates for positions from the level of division managers up to City Managers, Executive Directors, and General Managers.

Gary started his career with a New York-based Fortune 100 company and quickly became a Senior Manager, building and running a large customer service organization that eventually expanded to 13 countries in Europe. He proceeded to hold senior leadership positions in several Fortune 500 companies, with noted successes such as building an organization from two to 250 employees worldwide and growing a company from 800 to 1200 employees.

As part of an executive acquisition and recruiting team, Gary helped build a start-up enterprise software company in San Francisco, recruiting top-notch talent and building a world-class organization. He has maintained customer relationships in the public sector and the private sector, including medical and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips, along with Ms. Gaeta-Phillips, is involved in his community as a soccer coach, as an organizer of fundraisers for Autism Speaks and the UC Davis M.I.N.D. Institute, and as a sponsor of the Northern California Special Olympics. Mr. Phillips received his Associate of Science degree and completed additional coursework at Rochester Institute of Technology, NY.

YASMIN BEERS, SENIOR EXECUTIVE RECRUITER



Yasmin Beers brings over 33 years of municipal government experience to Bob Murray and Associates. Yasmin retired as the City Manager for Glendale with a population of over 200,000. She served as Chief Executive Officer overseeing close to 2,000 employees serving in Police, Fire, Public Works, Parks, Community Development, Library Arts & Culture, Innovation Performance & Audit, and Water & Power to name a few.

Yasmin's three decades of experience in public service brings extensive background in public sector finance, human resources management, contract negotiations, strategic planning & organizational leadership, policy development, emergency response & planning, team building and performance improvement. Throughout her career, Yasmin has had a great deal of experience in recruiting, selecting and hiring employees for executive and management level positions with a focus on the organizational needs and culture.

Yasmin currently serves on the Glendale Memorial Hospital Community Board of Directors and the Advisory Board for Village Christian School. Yasmin is a past member of Soroptimist International of Glendale where she served as President in 1999/2000. She is a past board member of Glendale Healthy Kids, Salvation Army and the American Red Cross. In 2011 the Glendale Chamber of Commerce recognized Yasmin as Woman of the Year; in 2013 she was the recipient of The Armenian American Woman of Excellence Award; in 2014 Yasmin was recognized by the Glendale Educational Foundation for her distinguished service and philanthropic efforts; in 2015, YWCA awarded Yasmin with the Heart & Excellence Award; in 2017, she was recognized by Business Life Magazine as a Women Achiever; and in 2018 the California State Senate recognized Yasmin as one of the Woman of the Year, each a tribute to her core values that represent her civic responsibilities, volunteerism and community service.

Yasmin has a Bachelor of Arts degree in Political Science from California State University, Northridge and a Master's degree in Organizational Leadership from Woodbury University.

STEPHANIE DIETZ, EXECUTIVE RECRUITER



Stephanie Dietz brings over 20 years of municipal and public agency experience to Bob Murray and Associates. Stephanie retired as the City Manager for the City of Merced, a City with a population of nearly 100,000 and the newest University of California campus. She served as the Chief Executive Officer overseeing more than 500 employees who provided services within the areas of Police, Fire, Development and Inspection Services, Engineering, Public Works, Parks & Recreation, Arts & Culture, Housing, and the Office of Neighborhood Safety.

For 20 years, Stephanie garnered experience across city and county governments, along with the University of California, specializing in public finance and budgeting, human resources, labor relations, strategic planning, public safety, water management, redistricting, and leading city-initiated sales tax and charter ballot initiatives. Her professional career saw great success, with projects that included the construction of a new municipal airport terminal, the award of several state and federal grants to construct 850 affordable housing units, and the annexation of UC Merced. Throughout her professional career, she has been responsible for recruiting and retaining executive-level leaders who reflect the culture of their communities while fostering a spirit of innovation.

Stephanie serves on the Merced Irrigation District Board, on the Merced College Foundation Board, and as an Advisory Board Member for the Central California Small Business Development Center. In 2023, Stephanie was recognized by the California State Assembly as Woman of the Year for her innovative solutions in affordable housing and transportation and her pioneering spirit as the first female City Manager for the City of Merced. Stephanie also volunteers on the boards of several local non-profits that support youth sports and local FFA chapters, ensuring students have the community support needed to be successful.

Stephanie holds a Bachelor of Arts in Liberal Arts with a Minor in Mathematics from California State University, Fresno, and a Master of Arts in English from National University.

CORPORATION

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
1544 Eureka Road, Ste. 180
Roseville, CA 95661
(916) 784-9080
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

PROFESSIONAL ASSOCIATIONS

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like Coastside County Water District:

- California Special Districts Association
- California City Management Foundation (CCMF)
- Engaging Local Government Leaders (ELGL)
- International City/County Management Association (ICMA)
- International Network of Asian Public Administrators (I-NAPA)
- League of California Cities
- League of Women in Government
- Municipal Management Association of Northern California (MMANC)
- Municipal Management Association of Southern California (MMASC)
- National Forum for Black Public Administrators (NFBPA)

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues. Recent and upcoming speaking engagements and trainings provided by our staff include:

- "Role of the Chief" class, annually presented by Jon Lewis on behalf of the California Police Chiefs Association;
- MMANC and MMASC annual mock interviews;
- Annual League of California Cities Booth; and
- Annual League of California Cities City Manager's Conference (City Manager hosted event).

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

CLIENT: City of Petaluma, CA
POSITION: Director of Water Resources & Utilities
REFERENCE: Ms. Peggy Flynn, City Manager
(707) 778-4345

CLIENT: Silicon Valley Clean Water, CA
POSITION: General Manager
REFERENCE: Mr. Neil Layton, Council Member
(650) 802-4161

CLIENT: Monterey County Water Resources Agency, CA
POSITION: General Manager
REFERENCE: Ms. Irma Ramirez-Bough, Human Resources Director
(831) 970-7022

CLIENT: Metropolitan Water District of Southern California
POSITION: General Manager
REFERENCE: Mr. Mark Brower, HR Group Manager
(213) 217-7028

We appreciate the Coastside County Water District's consideration of our proposal and look forward to working with you.



ATTACHMENT B

Peckham & McKenney



March 19, 2026

President Bob Feldman and Members of the Board of Directors
c/o Mary Rogren
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

Via PDF/Email To: mrogren@coastsidewater.org

Dear President Feldman and Members of the Board of Directors,

Thank you for considering Peckham & McKenney for the Coastside County Water District recruitment for General Manager. Peckham & McKenney would be honored to work with the District in this important search. We look forward to the opportunity to *find* exceptionally skilled and experienced candidates that will work effectively with you, serve District residents and the community, and work successfully with the staff team.

Peckham & McKenney is a well-established and experienced, honest and communicative, hardworking, and service oriented firm. We are known for achieving successful and long-term placements. As a firm that only conducts recruitments for cities, counties, and special districts – and primarily in California, some of our distinguishing attributes include:

- We actively and personally search for, find, and pursue candidates throughout California and the nation. We don't wait for (or expect) prospective applicants to simply find a position on our website, in an ad, or from social media. Through an extensive personal and corporate network, and with a keen understanding of what our client is looking for, we market your opportunity and use the telephone and LinkedIn along with text, email, and social media to find candidates.
- We limit the number of concurrent searches to directly focus on serving our client.
- We prioritize a respectful, thorough, responsive, communicative, and complete process to represent our client in the best light, keep everyone informed, and make the recruitment process a positive experience. Furthermore, we communicate with applicants and treat them with respect.

- Your Recruiter is personally, solely, and directly responsible for all aspects of the search; your Recruiter is also your one point of contact. In other words, your Recruiter who knows about the District and the responsibilities of the vacant position handles all components of the recruitment (for example, preparing the Candidate Profile, conducting outreach, reviewing applicants, presenting applicants, facilitating interviews, and conducting reference checks).

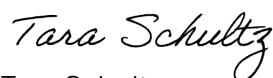
The Peckham & McKenney team is made up of retired municipal managers and directors who are passionate about the public sector. As a Recruiter with Peckham & McKenney, I am proud to work with our team because we value and prioritize assisting public agencies in furtherance of good government; placing quality above quantity; and building long lasting relationships with those in the public service.

For this important position and search, I will serve as your Recruiter. As a retired City Manager, I am very familiar with the responsibilities of a General Manager, the expectations of such a position, and the needs/interests of communities they serve. Having worked closely with a number of agencies throughout the State and conducted many recruitments for Public Works Directors that required knowledge and experience in various specialty areas, water is one, our firm is knowledgeable of and connected to potential candidates.

Attached is a detailed proposal for conducting the search that includes information about our firm, process, timeline, resources, references, experience, and fee. We charge a fixed, all-inclusive fee and for this search, we are proposing \$30,000, which I would be pleased to discuss. I would also be pleased to take part in a Zoom interview to personally present and discuss our proposal. Upon being selected to conduct this important search, we would also be prepared to start immediately.

I am excited for the opportunity to implement the process leading to the successful placement of a candidate that “fits” your interests and the organization. Please feel free to call me at 626-644-1398 if there are any questions.

Sincerely,



Tara Schultz

Executive Recruiter

tara@peckhamandmckenney.com

Enclosure:

Coastside County Water District Search Proposal

Example Candidate Profile City of Rancho Mirage City Engineer

Carpinteria-Summerland Fire Protection District Fire Chief

Peckham & McKenney
"All about fit"

RECRUITMENT PROPOSAL

for

Coastside County Water District General Manager

March 19, 2026



Peckham & McKenney

EXECUTIVE SEARCH

Serving local governments (cities, counties, districts) by conducting recruitments and placing management and executive leaders that fit the personnel needs and interests of agencies.

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Why Choose Us?

Peckham & McKenney focuses on quality searches and placements (over quantity) in recognition that each placement is “All about fit”. Serving local government since 2004, we are one of the most trusted and respected executive recruitment firms in the country. We have successfully placed hundreds of local government professionals including City Managers, County Executive Officers, General Managers, Police and Fire Chiefs, Department Heads, Assistant Managers, and mid-level Managers. Time and again, we receive unsolicited compliments from clients and candidates in reference to our integrity and high ethics, commitment, follow-through, communication, and service. We take pride in treating both our clients and candidates with utmost respect.



Our Commitment To You

Peckham & McKenney, by maintaining the quality, style, values and culture established by Bobbi Peckham and Phil McKenney, performs on the premise that an executive search firm must be dedicated to providing its clients and candidates with professional and responsive service, and a personal, hands-on approach. Our business philosophy is founded on the understanding that we are in a “people” related industry and that attention to others’ needs is the key to providing effective customer service.

We believe in honesty. No client should ever appoint an individual without being fully knowledgeable of the candidate’s complete background and history. Additionally, no candidate should ever enter into a new career opportunity without full disclosure of any organizational “issues.”

We keep everyone involved in the recruitment process informed. Not only do we provide regular updates to our clients, we also have a reputation for keeping our candidates up to date.

We do not recruit staff from our client agencies for another recruitment during an active engagement nor do we “parallel process” a candidate, thereby pitting one client against another for the same candidate.

We do not recruit our placements – ever. Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. If they become a finalist, we ask that they speak to their supervisor to alert them of their intent.

We are retained only by client agencies and only serve cities, counties and special districts. We are not retained by applicants or non-governmental agencies.

We do not over commit ourselves to too many searches. Your recruiter maintains a small, limited number of concurrent searches at all times to focus specifically and diligently on recruiting qualified candidates for your vacancy.

We commit to diversity in its broadest possible definition in every aspect of each executive recruitment



EXPERIENCE

With our recruitment team that solely consists of retired City Managers, Assistant City Managers, Police Chiefs and Department Heads, and our expert support team, Peckham & McKenney brings more experience and knowledge of local government and executive search than any other California recruiter. A few of our recent recruitments include:

- ✓ Carpinteria-Summerland Fire Protection District Fire Chief
- ✓ Santa Paula Public Works Director
- ✓ Calabasas Public Works Director

Please don't hesitate to contact these agencies as well as our large list of current and former clients on our website ([here](#)); they will attest to our quality of service, on-going communication throughout the process, personal and direct outreach and sourcing of candidates, quality applicant pool, written materials and interview facilitation.

As an ambassador of our clients, Peckham & McKenney is also known for maintaining ongoing communications with our applicants throughout the search process, treating every applicant with respect, and appropriately informing candidates to support their best effort. The many compliments we have received from applicants fairly illustrate this reputation.

Comfortable and Professional Experience

"I'd like to thank you again for your support and guidance throughout the recruitment and selection process. It was a comfortable and professional experience, and I attribute a great deal of that to you. It's my hope that our professional paths may cross again in the future." **Candidate**

Straightforward, Friendly, and Humane Recruitment Process

"I wanted to let you know what a terrific job I thought you and Peckham & McKenney did on the recruitment. It was absolutely the most straightforward, friendly, and humane recruitment process I've ever participated in. And I would feel the same way even if the outcome was not successful for me." **Candidate**

Proactive and Responsive

Diana worked with the City to fill the Chief of Police position early in 2023. Diana is clearly well respected in the LEO community and has a vast network which led to a competitive pool of candidates for the City to select from. Diana was proactive from our very first meeting and always very responsive. The City team valued Diana's integrity, opinion and sense of humor. She was a pleasure to work with and I wouldn't hesitate to hire her for any executive recruitment critical to your organization.

Client

You Made Me Feel So Comfortable

"This is my first time working with a recruiting company, and I'm so happy for having the opportunity to work with your company, wow! I truly enjoyed the process! Your interview skills are amazing! You made me feel so comfortable and I felt like I was just talking shop with a longtime friend. Thanks for the personal touch that you include in your job, I believe that this is what makes your firm so desirable and successful." **Candidate**

Testimonials from clients and candidates are at
<https://www.peckhamandmckenny.com/testimonials>.

Please feel free to contact any of our current or past clients to inquire about their experience with Peckham & McKenney. Any client contact and phone numbers not listed in this proposal can be provided. A few references are as follows:

Carpinteria-Summerland Fire Protection District – Fire Chief

Suzi Cawthon, Board President
(805) 403-2755; sscawthon@gmail.com

City of Pasadena – Director of Public Works and Director of Finance

Brady Griffin, Human Resources Manager
(626) 744-7143; bgriffin@cityofpasadena.net

City of Rancho Mirage, City Engineer

Ryan Stendell, Assistant City Manager
760-770-3224 Ext. 254; rayans@ranchomirageca.gov

YOUR RECRUITMENT TEAM

Our Approach

With every Peckham & McKenney recruitment, your Recruiter has the entire Peckham & McKenney team of Recruiters and administrative personnel for backup, support, collaboration, and sourcing. However, when you retain Peckham & McKenney, your Recruiter serves as your single point of contact throughout the entire search process and is fully responsible for its success. Moreover, to fully focus on your search and finding applicants that fit with the ideal candidate you are seeking, your Recruiter also maintains no more than six active searches.



Peckham & McKenney Team

The Executive Recruiter for you in this search is Tara Shultz.



Tara Shultz, Executive Recruiter

Peckham & McKenney Executive Search

With a 28 year career in local government, Tara retired from city service in 2020. At the time of her retirement, she was the City Manager of Claremont, California. Prior to serving in Claremont, Tara contributed nearly 19 years of her career to the City of Alhambra. Tara served as Deputy City Manager and then Assistant City Manager, along with holding the titles of Administrative Services Director, Development Services Director and Human Resources Director. Before joining Peckham & McKenney in January of 2022, Tara served as Interim Human Resources Manager for the City of

South Pasadena. Tara has a bachelor's degree in Recreation Administration and a master's degree in Public Administration from California State University, Northridge.

Tara is supported by the following [team](#).

Joyce Johnson, Operations Manager

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

Taylor Bergstrom, Research Assistant

Taylor Bergstrom joined Peckham & McKenney in 2022 and currently serves as a Research Associate. Taylor is currently pursuing a PhD at UCLA where she worked previously as a lab manager overseeing various research projects. Prior to that, Taylor graduated from UC San Diego with a Bachelor of Science degree in Psychology.

Linda Pucilowski, Graphic Designer

With over 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a Bachelor's degree from California State University, Sacramento.

Rachel Moran, Website & Social Media Assistant

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her Bachelor's Degree in Fine Arts with a concentration in Graphic Design.

SCOPE OF SERVICES & SEARCH SCHEDULE

In today's competitive recruiting environment, our goal is to make the process as efficient and effective as possible. This scope of work and sample search schedule reflects a 13-week recruitment process but can be tailored to achieve the desires of the County.

Activity	Proposed Schedule	Time Frame
Project Organization <ul style="list-style-type: none"> ✓ Conference call to discuss Search Timeline, Process and Logistics 		
Development of Candidate Profile <ul style="list-style-type: none"> ✓ Virtual Meeting #1 w/Client to discuss Candidate Profile ✓ Listen to Specific Expectations of Position ✓ Learn Background and Experiences desired in Ideal Candidate ✓ Develop Marketing Brochure and Obtain Client Approval ✓ Develop Advertising and Recruiting Plan 	June 8 - 19, 2026	Two Weeks
Recruitment <ul style="list-style-type: none"> ✓ Recruiter focuses on Direct & Personal Outreach with Quality Potential Candidates ✓ Advertise, Network, and Electronically Post/Distribute Candidate Profile Up to 500 Identified Industry Professionals ✓ Post Opportunity on Firm's Website ✓ Respond to all inquiries and acknowledge all Resumes received within 48 hours ✓ Client will be Updated on Outreach Status and Progress 	June 25 - July 31, 2026	Six Weeks
Preliminary Screening Interviews <ul style="list-style-type: none"> ✓ Recruiter Screens Resumes and Conducts Preliminary Internet Research on Candidates for any Areas of Concern ✓ Identify Leading Candidates and Request Supplemental Questionnaires ✓ Conduct Preliminary Phone Interviews with Leading Candidates 	Aug 3 - 14, 2026	Two Weeks
Recommendation of Candidates/Selection of Finalist(s) <ul style="list-style-type: none"> ✓ Provide Client with Recommended Candidates Packet ✓ Virtual Meeting #2 to Provide Overview of Recommended Candidates ✓ Client Selects Finalist Candidate(s) for Finalist Interview Process ✓ Recruiter Notifies all Candidates of Status in Recruitment Process 	Aug. 18, 2026 (Special Closed Session)	One Week
Finalist Interview Process <ul style="list-style-type: none"> ✓ Facilitate Panel Interviews for Client ✓ Recruiter will Provide Orientation Session prior to Interviews and Debrief Session after the Interviews ✓ Assist Client throughout Process and Provide Recommendations ✓ Client Selects Candidate or Leading 2-3 Candidates for Further Consideration ✓ Client Conducts Second Interview Process (if needed) 	Aug. 25, 2026 (Special Closed Session)	One Week
Qualification <ul style="list-style-type: none"> ✓ Conduct Background and Reference Checks on Selected Candidate ✓ Provide Employment Agreement Negotiation Assistance, if desired by Client 	By Sept. 18, 2026	One Week

At the conclusion of the process, we kindly request that any written public announcement/press release of the appointment attribute the recruitment to Peckham & McKenney Executive Search.

COST OF SERVICES

The proposed fee to conduct the search process for your next General Manager is \$30,000. We are pleased to discuss this. The fee is all-inclusive for the services described herein to achieve success in your search.

Peckham & McKenney is unique among recruiting firms for several reasons including having a **fixed all-inclusive fee**. We have found that an all-inclusive fee is simpler, cost-effective, and efficient. Our all-inclusive fee includes professional fees and expenses (out-of-pocket costs associated with advertising, consultant travel, administrative support / printing / copying / postage / materials, telephone / technology, internet research on recommended candidates, and full background check on the selected finalist. For services not specified herein, we will discuss your interests and the appropriate fee.

Process of Payment

Payments	Due	Invoiced
First 1/3 of Payment	Upon Execution of Contract	Retainer to Cover Upfront and Necessary Expenses Incurred ^{1,2}
Second 1/3 of Payment	60 Days after Contract Execution	Invoiced 30 Days from Contract Execution ²
Final 1/3 of Payment	90 Days after Contract Execution	Invoiced 60 Days from Contract Execution ²

¹ If the retainer is not received by Peckham & McKenney within 30 days of execution of the agreement, the recruitment process may be suspended until payment is received.

² Due within 30 days following the invoice date.

Agreement

Peckham & McKenney is the operating name of City Management Advisors LLC, Anton Dahlerbruch, Managing Member.

Insurance

City Management Advisors doing business as Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit), Commercial General Liability Insurance (\$2,000,000 General Liability and \$4,000,000 Products), Automobile Liability Insurance (\$1,000,000), and Cyber Liability/Technology Liability (\$1,000,000). Our Insurance Broker is Acrisure LLC, Agoura Hills, CA. Necessary insurance documentation will be provided to the County in a timely manner.

GUARANTEE, COMMITMENT AND DIVERSITY STATEMENT

Our Placement Guarantee

We are pleased to share that the Peckham & McKenney success and placement record are particularly strong. We are confident that our recruitment process will result in a quality candidate that will stay in your employment.

- We will connect with the City in six months and one year after the appointment to check-in,
- We will conduct a second search within six months of our search process if a candidate is not placed, and
- If the placement vacates the position within one year from the date of accepting the offer, we agree to conduct a second search within six months of the vacancy as follows:

Because of how we conduct recruitments, it is unusual that we are unsuccessful in providing a placement, an individual is not placed, or the placement vacates the position within a year. In the unlikely event that no qualified candidates are identified *as a result of the search efforts, and* it is mutually agreed that *the result is due to the search effort and/or process*, we will extend the search for a second time for \$7,200 (expenses). Otherwise, if a second search is



necessary, a qualified applicant is not selected, or the selected candidate is separated from employment within one year after accepting the offer, a second search will be conducted within six months for the discounted fixed fee of \$17,000 (external candidates only, and except in the event of budgetary cutbacks, promotion, position elimination, or illness/death, etc.).

Our Diversity Statement

Peckham & McKenney takes pride in our commitment to diversity and are known for long successful tenures of candidates selected by the agency.

Peckham & McKenney does not discriminate on the basis of race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all our recruitments.

In addition to all other outreach methods and maintaining a website the fully accessible through [Accessibe.com](https://www.accessible.com), Peckham & McKenney routinely advertises with the Women Leading

Government, I-NAPA, National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network (LGHN) and the [National Diversity Network](#) to ensure the broadest placement of opportunities.

ATTACHMENT B

Koff & Associates



EXECUTIVE RECRUITMENT SERVICES
GENERAL MANAGER
COASTSIDE COUNTY WATER DISTRICT

Submission date: March 13, 2026



Koff & Associates
A Gallagher Company

Submitted by:
Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

Frank Rojas
Recruitment Manager
Frank_Rojas@ajg.com
510.495.0448
KoffAssociates.com

March 13, 2026

Mary Rogren, General Manager
Coastside County Water District
766 Main Street,
Half Moon Bay, CA 94019

Dear Ms. Rogren,

Thank you for the opportunity to submit our proposal to assist Coastside County Water District with Executive Recruitment services. We are excited about the possibility of developing this partnership and supporting the District with the search for its next General Manager. Beyond finding your next ideal candidate, we are committed to working with our clients to show candidates “Why Coastside County Water District?” We are responsive and thoughtful in our communications with your applicants, as well as your internal and external stakeholders.

Our unique selling proposition lies in our extensive experience supporting public sector clients in California and throughout the USA. Through our investment in modern recruitment technology, we offer forward-thinking services that not only provide advanced extensive sourcing and outreach but allow us to tell the story of each project through easy-to-understand data and intuitive reports.

Conducting countless executive search efforts has made K&A an expert in identifying, targeting, recruiting, and successfully placing women and minority candidates in many of our recruitments. Our firm has a vast pool of resources at our fingertips to provide outreach on an industry-wide basis to the public and private sector for qualified candidates nationwide. We pride ourselves on transparency, flexibility, and quality work.

Our proposal details our experience, our project approach/methodology as well as identified deliverables throughout the process, our pricing, and all other information we trust demonstrates our commitment and excitement to take on this work and support Coastside County Water District. We will continue our efforts until we find your placement, and we guarantee our placements for 12 months. Our team is available to start this work upon award.

I am pleased to be your Project Manager for these recruitment services, with our recruitment team assisting as needed. You can reach me at (510) 570-3844 or Chelsea.Freeman@ajg.com.

Sincerely,



Chelsea Freeman
Recruiting Supervisor
510.570.3844 | Chelsea.Freeman@ajg.com



Erik Smetana
Managing Director & National Practice Leader
314.494.4849 | Erik.HenrySmetana@ajg.com

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BUSINESS INFORMATION

Koff & Associates (“K&A”) was founded by Gail Koff in 1984 as a full spectrum, public-sector human resources and recruiting services firm to assist cities, counties, special districts, other public agencies, and non-profit organizations.

As of April 30, 2021, we merged with Arthur J. Gallagher and are now officially a Gallagher Division. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, the Sacramento Region, and the Western US Region. GALLAGHER BENEFIT SERVICES, INC. is our legal name. It is a Delaware company, and the FEIN is 36-4291971.

Now part of Gallagher Benefits Services, the K&A recruitment team continues to provide top-tier recruitment services, now with a huge network of internal partners to support this work as needed, from our original public sector classification and compensation team to wide range of Talent and HR Consulting services, details at: www.ajg.com/services/human-resources-compensation-consulting/.

EXPERIENCE AND QUALIFICATIONS

With over 40 years of HR experience, K&A knows public sector employment inside and out. We are familiar with public sector organizational structures, agency missions, operational and budgetary requirements, staffing needs, legal requirements, and cultural expectations. Our team is ready to support you throughout the process—using our expertise to run a successful full-cycle recruitment through the very start of your search through the start date of your next General Manager.

<p>We build enduring relationships</p>	<p>K&A provides personal attention to and creates long-term relationships with our clients. Because we care about and understand your organization’s people, culture, leadership, and unique needs, we identify highly qualified candidates to support your goals.</p>
<p>We value strength in diversity</p>	<p>With our focus on inclusion, networking, and advertising with minority-based associations, we source top talent and our placements reflect the Agencies we serve.</p>
<p>We leverage innovative search technology</p>	<p>K&A identifies candidates which traditional recruiting strategies may miss. We leverage innovative sourcing methodologies and technologies for a robust and advanced sourcing strategy that will attract hard-to-find, passive job seekers.</p>

Our long list of clients indicates our firm’s reputation as a quality organization that produces comprehensive, sound, and cost-effective results. K&A is “hands on” and responsive with the ability and expertise to identify the ideal candidate(s) for Coastside County Water District.

We use our vast network to leverage recommendations and referrals of past clients in combination with modern sourcing techniques and technology to build the best candidate pools in the market. We are a team of true recruiters with over 60 years of combined experience. Our work speaks for itself: we provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence.

RECENT SUCCESSFUL RECRUITMENTS

Below is a partial list of executive recruitments (complete or current) conducted by K&A’s recruitment team. Most relevant recruitments and/or clients have been **highlighted**.

Brochures for nearly all positions can be found at www.koffassociates.com/opportunities (current recruitments at link; to view more, click “More Past Recruitments” at the bottom of the page).

Agency	Title
Bay Area Water Supply and Conservation Agency	Chief Executive Officer/General Manager
East Valley Water District	General Manager/Chief Executive Officer
Greater LA County Vector Control District	General Manager
South Tahoe Public Utility District	General Manager
Stinson Beach County Water District	General Manager
Valley Sanitary District	General Manager
West Valley Water District	Chief Financial Officer, Director of Engineering, Assistant General Manager, General Manager
Contra Costa Water District	Assistant General Manager (Water Resources, Operations, & Maintenance), Assistant General Manager (Engineering & Construction), Director of Finance
Bakersfield-Kern Regional Homeless Collaborative	Executive Director
California Assoc. - Local Agency Formation Commissions	Executive Director
California Utilities Emergency Association	Executive Director
City of Calexico	Chief of Police, City Manager
City of Coalinga	City Manager
City of East Palo Alto	Assistant City Manager, Chief of Police, City Manager
City of Lynwood	City Manager
City of Oceanside	Director of HR & Risk Management, City Manager, Risk Manager
City of Palm Springs	Airport Deputy Director, Planning & Engineering; Senior Civil Engineer; Fire Chief; City Manager
City of San Bernardino	City Manager, Deputy Director of HR (Risk), Director of HR, Chief of Police, Director of Public Works
City of Sanger	City Manager
City of Santa Fe Springs	City Manager



City of Signal Hill	City Manager
City of Soledad	City Manager
City of Chula Vista	Deputy Director of Development Services, Deputy City Manager
City of Rialto	City Engineer, Director of Finance, Assistant City Manager , Assistant Director of Finance, Director of Community Development, Director of Engineering Services/City Engineer
City of Tulare	HR Director, Assistant City Manager , Chief Financial Officer
City of Vista	Director of Engineering, Director of Community Development, Assistant City Manager , Fire Chief
Alameda County Transportation Commission	Chief Deputy Executive Director
Alameda Housing Authority	Administrative Manager
California Association of Sanitation Agencies	Manager of Association Services
City of Avalon	Public Works Director
City of Berkeley	Director of Information Services, Director of Engineering
City of Carson	Director of Finance, Public Works Operations Manager
City of Cherry Hills Village, CO	Chief of Police
City of Chico	Public Works Director
City of Commerce	Public Works Director
City of El Monte	Public Works and Utilities Director, Director of HR, Chief of Police
City of Gilroy	City Engineer/Transportation Engineer, Public Works Director, Utilities Director, Fire Division Chief, Finance Manager, Fleet Superintendent
City of Glendale	Water Engineering Manager
City of Hayward	Accounting Manager
City of La Mesa	Director of Finance, Assistant Community Development Director, Risk Manager, Director of HR
City of Lawndale	Director of Public Works / City Engineer, Director of Finance / City Treasurer
City of Leavenworth	City Administrator
City of Lomita	Public Works Director, Water Systems Superintendent
City of Long Beach	Data Center Officer, City Treasurer
City of Los Altos	Housing Manager
City of Los Banos	Finance Director, Assistant Public Works Director, Assistant Fire Chief
City of Manhattan Beach	Fire Chief



City of Menlo Park	Assistant Administrative Services Director (Finance), HR Manager
City of Millbrae	Director of Engineering and Public Works, Director of Community Development, Public Works Director
City of Modesto	Engineering Division Manager – Utilities, Wastewater Division Manager
City of Ontario	Budget Administrator, Accounting Supervisor, Assistant Community Development Director
City of Oroville	Chief of Police
City of Oxnard	Housing Director, Assistant Chief Financial Officer, Library Manager, Associate Traffic Engineer, Chief Financial Officer, Environmental Resources Division Manager, Safety Training Officer, Planning & Environmental Manager, Budget Manager, Senior Planner, City Traffic Engineer, Assistant Director of Housing, Assistant Public Works Director (Water Utilities), Controller, Public Works Director
City of Palmdale	Director of Community & Economic Development, Finance Manager, Deputy Director of HR
City of Palo Alto	Assistant Director of IT, IT Project Manager (Senior Technologist), Water Treatment Plant Manager, Water Quality Control Plant Assistant Manager
City of Pasadena	Director of Parks, Recreation and Community Services; Director of Library & Information Services; Chief of Police; Controller
City of Patterson	Fire Chief, Director of Recreation & Community Services, Director of Finance
City of Pittsburg	Water Utilities Manager, Assistant City Engineer
City of Pomona	Development Services Director
City of Rancho Palos Verdes	HR & Risk Manager, Principal Engineer, Associate Engineer – Utilities (Capital Projects), Associate Engineer – Utilities (Operations), Senior Engineer – Transportation/Traffic (Operations), Senior Engineer – Civil/Roadway (Capital Projects)
City of Redlands	Director of HR
City of Richmond	Senior Civil Engineer, Director of Finance, Information Technology Manager, Deputy Director of Community Resources, Employment and Training; Budget Administrator and Accounting Manager
City of Riverside	Utilities General Manager, Deputy Finance Director, Debt & Treasury Manager, Budget Manager
City of Salinas	Planning Manager, Assistant Finance Director, Senior Civil Engineer, Chief of Police, Finance Director
City of San Diego	Director of Transportation
City of San Jose	Deputy Director of Animal Care and Services, Deputy Director of Technical Services (Police Department), Assistant Chief Information Officer, Chief Information Officer
City of San Leandro	Assistant Finance Director
City of Santa Monica	City Engineer, Director of Transportation



City of Scottsdale, AZ	Economic Development Director
City of Seaside	Senior Civil Engineer, Assistant Public Works Director, Assistant Civil Engineer, Associate Planner, Assistant Planner
City of Stockton	Chief Financial Officer
City of Tracy	City Attorney
City of Victorville	Assistant Director of Water
City of Visalia	Administrative Services Director
City of West Hollywood	Economic Development Director
City of Woodland	Deputy Director of Public Works – Utilities
City of Woodland Park, CO	Chief of Police
Coachella Valley Water Dist.	Director of Environmental Services
County of Butte	Assistant Public Works Director (2)
County of Imperial	Director of Social Services
County of Riverside	Director of Animal Services, Director of HR, Department Public Information Officer I, DEI (Diversity, Equity, and Inclusion) Officer, County Counsel
County of San Bernardino	County Labor Relations Chief, Chief of Homeless Services
County of Santa Clara	Deputy Director of Parks & Recreation, Director, CEPA; Planning Services Manager
County of Sonoma	Deputy Director – Engineering & Maintenance, Transit Systems Manager
Dublin San Ramon Services District	Wastewater Treatment Plant Operator-in-Training, Electrician I/II, HR Analyst II, Wastewater Treatment Plant Operations Superintendent
East Bay Regional Park District	Fire Chief, Chief of Interpretive & Recreation Services, Chief of Design & Construction, Chief Information Officer
First 5 Alameda County	HR Director
Fresno Irrigation District	Senior Civil Engineer
Hayward Area Recreation and Park District	Administrative Services Director, Parks and Facilities Maintenance Director
Irvine Ranch Water District	Senior Risk Management Analyst, Collections Manager, Accounting Supervisor, Senior HR Analyst, HR Analyst
King County, WA	Regional Animal Services Manager
Marin/Sonoma Mosquito & Vector Control District	District Manager
Metro Parks Tacoma	Chief Financial and Administrative Officer
Metropolitan Water District of Southern CA	Safety, Security, and Protection Group Manager; Controller; Conveyance and Distribution Group Manager; Integrated Support Services Group Manager; Treatment and Water Quality Group Manager
Mid-Peninsula Water Dist.	Administrative Services Manager



Mtn. House Community Services District	Utilities Manager
Mtn. View Sanitary Dist.	Chief Plant Operator/Wastewater Operations Manager
North County Transit Dist.	Chief People Officer, Chief Executive Officer
Ontario Municipal Utilities Company	Utilities Customer Service Director
Orange Co. Mosquito & Vector Control District	Director of HR
Orange County Water District	Director of HR
Port of Long Beach	Director of Security
San Bernardino County Transportation Authority	Chief Financial Officer
San Bernardino Superior Court	HR Business Partner
San Mateo County Transportation Auth./Transit District	Executive Officer, Transportation Authority; Manager, Real Estate Capital Project Support and Property Management; HR Manager; District Surveyor, Real Estate; Deputy Director, Transportation Authority; Executive Officer for Civil Rights, Employee & Labor Relations, and HR
Santa Barbara Metropolitan Transit Dist.	Director of Finance and Administration, Director of HR and Risk
Santa Clarita Valley Water Agency	Controller
Solano County	Director of General Services
Solano Transportation Agency	Finance and Budget Manager, Director of Projects, Senior Accountant, Program Coordinator
South San Joaquin Irrigation District	Telemetry System Supervisor, Finance and Administration Manager
Stanislaus Animal Services Agency	Director of Animal Services
State Bar of CA	Operational and Digital Transformation Lead, Chief Information Officer
Tahoe Regional Planning Agency	Director of HR & Organizational Development
Transportation Corridor Agencies	Chief Capital Program Officer
Yolo Transportation District	Director of Finance & Administration

PROJECT TEAM

Chelsea Freeman **Recruiting Supervisor**

LinkedIn: <https://www.linkedin.com/in/chelseafreeman2/>

Chelsea's professional experience includes over 20 years in Human Resources which includes both the public and private sectors. She began her HR journey in private-sector manufacturing and then later transitioned to the public sector. Her previous role was as the Classification, Compensation, and HR Operations Manager at California State University, Monterey Bay, where she was responsible for developing and implementing a compensation philosophy for staff and faculty, as well as implementing process improvement efforts within the HR operations. She provided ongoing consultation to executives relating to organizational effectiveness, recruiting, and best practices in hiring which included Diversity and Inclusion training and properly classifying and compensating employees.

Since joining K&A, a Gallagher company, Chelsea has partnered her classification and compensation experience, marketing skills, and recruitment experience to bring a full-service experience to all clients. She currently manages full-cycle recruitments for California public sector agencies including cities, counties, and special districts. She provides supervisory oversight for technical, professional, and management recruitments.

In addition to recently completing recruitments for Solano County, City of Palo Alto, City of Lomita, City of Gilroy, City of Palmdale, and West Valley Water District, recent successful efforts include positions of Executive Director, Economic Development Director, IT Project Manager, Finance Director, Principal Engineer, and Director-level hires for Information Technology, Public Works, and Community Development.

Chelsea earned her B.A. degree in Communications from Sonoma State University.

Frank Rojas **Recruitment Manager**

LinkedIn: <https://www.linkedin.com/in/frank-rojas-41529418/>

Frank brings more than thirty (35) years of recruiting experience from the highly competitive direct placement and contracts labor industries and the corporate environment. He has significant experience placing corporate leaders, executive, professional, and technical staff, including individual contributors for the government sector, non-profits, aerospace, architectural and engineering, information technology, petroleum and chemical, energy, power, civil/structural, transportation, and private industry.

Frank began his career in Contract Labor. Over the next 30+ years, he launched seven start-up offices in several states and locations, providing direct placement and contract support to hundreds of clients in virtually all industries and levels of talent. He continued his career in the non-profit environment, managing and building talent acquisition support during significant growth periods. Having been a speaker at several networking and career coaching venues, Frank believes in utilizing traditional recruiting methodology with social media.

In addition to recently completing recruitments for the City of Coalinga, City of Millbrae, City of Visalia, City of Tulare, and Alameda County Transportation Commission, recent successful efforts include positions of City Manager, Finance Director, Chief Deputy Director, Director of Human Resources, Administrative Services

Director, Fire Chief and Director-level hires for Information Technology, Social Services, Public Works, Community Development, Community Services, Animal Services, and Division/Site General Managers.

Frank has been named in the top 1% viewed profiles on LinkedIn and has established a strong client and customer base through trust, effective recruiting, relationship building, and teamwork.

Lady Hernandez

Associate Recruiter

LinkedIn: <https://www.linkedin.com/in/lady-laura-hernandez-697aa169/>

Lady brings over thirteen years of experience working in both the public and private sectors.

She worked for the California State University system for six years and spent seven years in the private sector in management.

Lady spent seven years in management, refining skills in team leadership, operations oversight, and driving organizational success. Transitioning into higher education, she gained experience in full-cycle recruitment, employment compliance programs, and compensation and classification. This unique blend of expertise across education and management exemplifies her ability to navigate complex challenges and deliver impactful results.

Lady earned her B.S in Business Administration from San Diego State University.

Ember Plummer

Recruitment Coordinator/Project Support

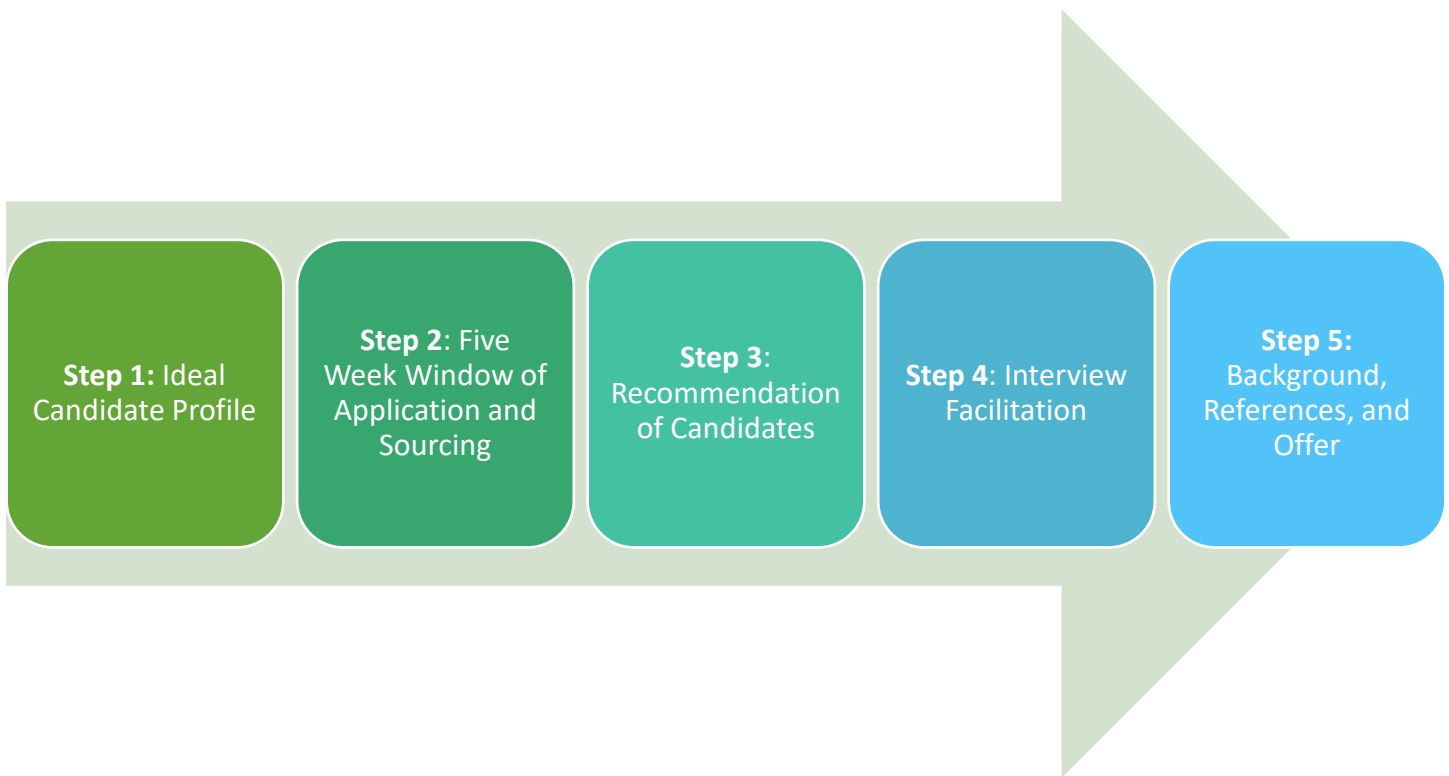
Ember supports the Koff & Associates team as a Recruiting Coordinator/Project Support. Since joining K&A, they have helped to develop efficient processes to streamline recruiting services. They support the recruiting team in a broad range of administrative needs and in preparing reports and documentation for clients. Ember earned their B.A. in English Language & Literature and World Literature from Smith College in Northampton, MA.

PROJECT APPROACH/METHODOLOGY

Our philosophy ensures thorough, thoughtful, and strategic sourcing, evaluation, selection, and vetting of candidates. We reach out directly to potential candidates, referral sources, professional associations, and user groups, etc. by using business media, outreach emails, general advertising, **and most importantly picking up the phone and actively calling passive applicants.** This strategy also includes focused advertising on websites and in publications specific to women and minority candidates.

K&A will provide weekly progress reports to the District and participate in conference calls and onsite meetings as requested. These reports can include data on all new candidates as the sourcing period progresses, as well as work undertaken by the Project Team.

We are responsible for ensuring compliance, adhering to, and maintaining all legally mandated documentation throughout the process.



Step 1: Ideal Candidate Profile

Developing the profile for the ideal job candidate for the position is crucial for a successful search process.

We will coordinate with the District in identifying and developing:

- The various needs, vision, mission, goals, strengths, challenges, opportunities, and culture of the organization and specific departments involved;
- Position competency requirements, i.e., knowledge, skills, and abilities;
- Personal and professional attributes required of and priorities for the new incumbent;
- Type of working relationship senior leadership desire with the new incumbent;
- Advertising strategies in conjunction with a national and/or regional outreach campaign;
- Compensation levels; and
- Precise schedule of deliverables from K&A.

After meeting(s) with the District, there will be a consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment process.

Deliverable: Brochure (Design & Posting)

Following the development of the candidate profile, a recruitment brochure will be professionally produced in coordination with the District's feedback. The brochure will highlight the strengths of Coastside County Water District and the surrounding community. The brochure will feature the organizational structure and services of the District, its mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications, alongside eye-catching photographs of the District's staff, local attractions, and landscape.

Step 2: Five Week Window of Application & Sourcing

K&A, at the request of the District, will facilitate community surveys or community outreach forums to encourage feedback from residents. A report of these resident comments will be provided to the District prior to brochure development, or prior to first-round interviews.

Our effort include a variety of activities designed to build the best available candidate pool. Our techniques and methodologies allow us to source from extensive pools of potential candidates and referral sources. We utilize a highly trusted advertising partner to identify and optimize our posts to the best job boards and business media to find candidates who may not otherwise be looking.

In coordination with the District, K&A will:

- Identify prospects;
- Provide each potential candidate with access to the recruitment brochure;
- Capture interested candidates in our recruitment project database; and
- Provide representative data to the District.

Step 3: Recommendation of Candidates

K&A will complete our screening process, specifically designed to assess the personal and professional attributes that the District has identified. This screening will focus on each candidate's ability, technical competency, and fit with the District's values, culture, and needs. Our assessment will consist of:

- Experience and qualifications;
- Cultural fit based on our understanding of essential intangibles;
- Clarity of any issues identified in the submitted documents;
- Reasons for position interest,
- The level of commitment to the position and the organization; and
- Other issues, including salary requirements.

Deliverable: Client Report

After the sourcing period has closed and our screening process has been completed, K&A will prepare a Client Report of the leading candidates. This report serves to further narrow the pool to the most highly qualified and helps establish the best organizational fit of each recommended candidate. The Client Report contains standardized resume summaries of all presented candidates; cover letters, resumes, references submitted by each candidate; and notes on each screening interview, with comments from the Project Team. These materials are assembled into an intuitive and user-friendly report, emailed as an easily navigable single document.

Step 4: Interview Facilitation

We will advise and develop interviewing strategies and a menu of questions that will help analyze candidates' qualifications and management/work styles. We will facilitate all necessary communications with the District and candidates to ensure everyone is well prepared.

Interview questions will elicit information about each candidate's technical skill set, experience, leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

The Project Manager will coordinate interviews, interview schedules, and finalize the process. We will provide oversight during the panel interview process and facilitate a focused discussion with the District at the beginning and conclusion of the interviews to identify the most qualified candidate(s) for final interviews.

Deliverable: Candidate Evaluation Materials

After candidates have been scheduled, K&A will prepare a packet of Candidate Evaluation Materials. Meant to provide comprehensive interview support to both internal and external panelists, this report contains the schedule of activities; a summary of the candidate qualifications as identified in the brochure; standardized resume summaries of all candidates interviewing; cover letters, resumes, references submitted by each candidate; and instructions for evaluation tools agreed to by the District, as well as an additional document with the panel/District's chosen interview questions. These materials are assembled into intuitive and user-friendly interview packets, emailed as fillable/easily navigable documents or bound and mailed at the District's request.

Step 5: Background, References, and Offer

K&A provides a thorough and quality reference and background check process for our clients. We start by calling candidates’ employment and professional references and having an in-depth discussion, covering their strongest business characteristics, work style, interpersonal skills, and position-specific knowledge.

Background checks are conducted in coordination with a third-party firm to verify educational degrees and employment records, and confirm clear driving records, criminal records, and financial history/credit. Reports can be tailored to clients’ needs upon request. Safety for clients and their communities is our priority, so rest assured that we, as well as our background contract firm, meet or exceed relevant reporting requirements.

K&A can facilitate and lead the negotiations of the final terms and conditions of employment, such as the compensation package, benefits, and other perquisites (perks). We will notify all candidates not selected as finalists for the position.

Deliverables: Background Report & Reference Summary

All references will be documented in a Reference Summary and presented in a concise, user-friendly manner. The Background Check will be forwarded from our third-party vendor upon completion.

Project Schedule

The following is a typical schedule for conducting recruitment efforts. Search efforts for executive recruitments generally take twelve to fourteen (12-14) weeks to complete, allowing enough time for all steps of the process and client schedules.

Weeks	2	4	6	8	10	12	14
Step 1							
Step 2							
Step 3							
Step 4							
Step 5							

Inclusion and Diversity Statement

We source candidate pools that are representative of our clients' communities, and we present highly achieved slates of finalists. We use a variety of industry-specific diversity advertising to source a diverse and representative population of candidates. For example, a Fire Chief advertising campaign may include posts to International Association of Women in Fire & Emergency Service - Women in Fire, International Association of Black Professional Fire Fighters, Inc., National Association of Hispanic Firefighters, and International EMS & Firefighters Pride Alliance. In 2024, 72% of our placements were women or people of color.

Inclusion and diversity (I&D) is a core part of our (AJG, as well as GBS and K&A) business, and it's embedded into the fabric of our organization. For more than 95 years, Gallagher has led with a commitment to sustainability and to support the communities where we live and work. Gallagher embraces the diverse identities of our employees, including race, ethnicity, sex, gender identity, sexual orientation, age, veteran status, religion, and visible or invisible disabilities, among many others.

We believe that by valuing and appreciating these unique qualities, experiences and talents, we can provide exceptional service to our clients and make a positive impact in our communities. We see inclusion as a conscious commitment and diversity as a vital strength. By embracing diversity in all its forms, we live out The Gallagher Way (www.ajg.com/about-us/the-gallagher-way/) to its fullest.

To read more, please see: <https://www.ajg.com/about-us/inclusion-diversity/>.

REFERENCES

We are proud of our past recruitment work with clients to successfully place candidates to meet their organization's needs.

Recruitment & Agency	Contact
<p>City of Riverside</p> <p>DEI (Diversity, Equity, and Inclusion) Officer, Debt & Treasury Manager, Budget Manager</p>	<p>Edward Enriquez CFO</p> <p>(951) 826-5972 EEriquez@riverside.gov 3900 Main St, Riverside, CA 92501</p>
<p>City of Palm Springs</p> <p>Fire Chief, City Manager</p>	<p>Stephanie George Director of Human Resources</p> <p>(760) 323-8217 Stephanie.George@palmspringsca.gov 3200 E. Tahquitz Canyon Way Palm Springs, CA 92262</p>
<p>City of Pasadena</p> <p>Director of Library & Information Services, Chief of Police, Controller, Director of Parks Recreation and Community Services</p>	<p>Tiffany Jacobs-Quinn Human Resources Director</p> <p>(626) 744-4126 tjacobsquinn@cityofpasadena.net 100 Garfield Ave, Pasadena, CA 91101</p>
<p>City of Lomita</p> <p>Public Works Director</p>	<p>Debora Dixon HR & Risk Manager</p> <p>(310) 325-7110 d.dixon@lomitacity.com 24300 Narbonne Ave, Lomita, CA 90717</p>
<p>City of Pomona</p> <p>Development Services Director</p>	<p>Rene Anderson Human Resources/Risk Management Director</p> <p>(909) 650-2291 Rene.anderson@pomonaca.gov 505 S. Garey Street Pomona, CA 91766</p>
<p>Bakersfield-Kern Regional Homeless Collaborative</p> <p>Executive Director</p>	<p>Anthony Valdez Assistant City Manager (City of Bakersfield)</p> <p>(661) 326-3029 Avaldez@bakersfieldcity.us 1600 Truxtun Ave Bakersfield, CA 93306</p>

PRICING PROPOSAL

Project

- General Manager

Professional Fee and Expenses

- Total not-to-exceed professional fee of \$26,000, which includes all professional services and expenses, including brochure development and design, advertising, printing and shipping, associated consultant travel if required, and background.
- Invoices will be billed monthly in four equal increments of \$6,500.

Note: Expenses do not include candidate travel.

Optional: Recruitment Video

In addition to the standard recruitment brochure, K&A can develop a Recruitment Video to better highlight the positive elements of the organization and community. These videos have proven to attract more job seekers and effectively expand the talent pool. Videos run approximately three-minutes in length and highlight the workplace environment, local landscape, and include interviews with selected staff. This video is optional and costs \$4,000.

Placement Guarantee

K&A is committed to recommending only the most qualified candidates who meet all the necessary requirements and qualifications and are also a cultural fit for the District. We proactively recruit for each search effort until a successful candidate is placed.

Therefore, we promise to present to the District a selective pool of candidates that met or exceeded our standards during the thorough screening processes and have been identified as ideal matches for the position. Should the District disapprove of all final candidates or should none pass the final interview and reference check process, we will work to find a new slate of candidates for the General Manager at no added cost, with the exception of necessary advertising. Cases where the job description or title change substantially may require additional fees.

In addition, for full-cycle recruitments for executive and mid-management positions, should the incumbent leave the position or be terminated from employment within 12 months of hire, we commit to conducting a one-time additional executive search to identify a replacement and only charge related expenses as described in the Pricing Proposal.

PROFESSIONAL SERVICES AGREEMENT ACKNOWLEDGEMENT

We will be pleased to sign the District's professional services agreement for recruitment services, however we respectfully request that the District will allow for a period of negotiation of certain terms in the professional services contract related to liability, indemnity, insurance, and other terms. We have found that we have always come to an agreement with all of our clients in the past and appreciate the District's flexibility in reviewing certain terms in a collaborative fashion between our legal counsels.

INSURANCE ACKNOWLEDGEMENT

Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:

- Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than \$2,000,000 per occurrence;
- Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;
- Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of \$1,000,000 per accident for bodily injury and property damage;
- Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than \$10,000,000 per occurrence or in the aggregate;
- Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than \$5,000,000 per claim, or \$10,000,000 in the aggregate;
- Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than \$2,000,000 per claim and in the aggregate, inclusive of defense cost; and
- Crime insurance covering third-party crime and employee dishonesty with limits of no less than \$1,000,000 per claim and in the aggregate.
- All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.

SIGNATURE PAGE

We thank you for your consideration of our proposal. We are committed to providing high-quality service and investing in a long-term partnership.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: KOFF & ASSOCIATES, A Gallagher Company
State of California



Chelsea Freeman
Recruiting Supervisor



Erik Smetana
Managing Director &
National Practice Leader

Date: March 12, 2026

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 14, 2026

Report Date: April 10, 2026

Agenda Title: Review of Board Committees and Board President Appointments to Committees and External Organizations

Recommendation/Motion:

Review District Board Committees. Consider appointments of Board Members to the District Standing and Advisory committees and appointments of district representatives to external organizations and associations.

Background:

Due to a new Board member appointment, the President will review Committee assignments with the Board and appoint Board members to Board Committees and external organizations.

The purpose of the District's Committees is to assist the Board with issues and decisions and provide recommendations pertaining to a variety of areas, including Finance, Human Resources, and District Facilities. Each of the committees is comprised of two Board members with interest in the specific subject matter.

Each of the Committees has a particular charge or set of tasks to address. Standing Committees do their assigned work on a continuing basis. Committees meet as needed rather than on an established regular schedule. The District notices and conducts all Standing Committee meetings in accordance with Brown Act public meeting requirements.

The Board President and the Board may also form temporary Advisory Committees focused on a specific task or objective. An Advisory Committee dissolves after the completion of the task or achievement of the objectives.

The paragraphs below provide additional detail on the District's Committees.

Coastside County Water District Standing Committees:**Finance Committee**

The Finance Committee is responsible for reviewing and providing recommendations regarding the annual Operations and Maintenance and Capital Improvement Program budgets, and annual financial audits, as well as financial performance oversight. This Committee is also responsible for the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) related matters.

Human Resources (Personnel & Recruitment) Committee

The development and review of the General Manager's Performance Plan is the responsibility of this Committee and includes meeting to discuss the mid-term and the annual performance evaluations, as well as preparation of the evaluation report to be approved by the Board. This Committee also reviews changes to staff position descriptions, revisions and additions to the District's personnel manual, and recruitment for vacant staff positions when appropriate.

District Facilities Committee

This Committee oversees the development and implementation of the annual Capital Improvement Program. The Committee also reviews the Capital Improvement Program budget and schedule and presents recommendations to the Finance Committee. This Committee is also involved in the Denniston Restoration Project.

Coastside County Water District Advisory Committees:**Interagency Affiliation Committee**

This Committee 1) supports the District's funding efforts, including communicating with elected officials and staff of other public (local, County, State and Federal) agencies to discuss the District's funding needs; 2) communicates with elected officials and staff of other public agencies on interagency initiatives; and 3) participates in community outreach and public engagement.

Coastside County Water District External Organization Representatives

In addition to the District's Standing and Advisory Committees, Board members may also serve as representatives to several external organizations, including the following:

Association of California Water Agencies (ACWA)

ACWA is the largest statewide coalition of public water agencies in the country. It is a leader on California water issues and a respected voice for its members in both Sacramento and Washington, D.C. ACWA's 450 public agency members are responsible

for 90% of the water delivered to communities, farms, and businesses in California. ACWA plays an active role in managing the states' water resources and promoting investments in water use efficiency, water recycling, ground management and desalination. ACWA's membership is organized into ten geographic regions. The regions provide a structure in which members can discuss issues of mutual concern, and based on that interaction, provide representative input to the ACWA Board. The District's ACWA representative typically attends the annual Spring and Fall Conferences and is eligible to vote as the District's voting designee in ACWA elections. A District Board Member may also serve as an ACWA Region 5 Director. Director Muller was elected in September 2025 to server as the ACWA Region 5 Director for the 2026-2027 term.

Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) - ACWA/JPIA provides liability coverages tailored to the unique needs of California Water Agencies. The District obtains its property, liability, and worker's compensation coverage from the JPIA. As a member of the JPIA, the District names one of its directors and at least one alternate to sit on the ACWA/JPIA Board of Directors. The designated representative is able to vote at conferences. If the designated Director cannot attend a conference, then the alternate Director is allowed to vote in his/her absence. The designated Board member's term coincides with their term on the CCWD Board.

California Special District Association (CSDA)

CSDA was formed in 1969 to provide active representation at the State Capitol for its nearly 900 members, made up of independent special districts, including irrigation, water, parks and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare and community service districts. CSDA pursues statewide policy legislation of benefit to special districts and provides advocacy, training, information, and financial services to help strengthen and increase the efficiency of special district operations. The agency is governed by a 19-member Board of Directors representing 6 regions throughout California. The District designates a CSDA representative to receive information and updates from CSDA.

Bay Area Water Supply & Conservation Agency (BAWSCA)

BAWSCA was created on May 27, 2003 to represent the interests of the cities and water districts, and two private utilities located in Alameda, Santa Clara and San Mateo Counties that purchase water on a wholesale basis from the San Francisco Regional Water System. BAWSCA's goals are to ensure a reliable supply of high-quality water at a fair price. The agency is governed by a 27-member Board of Directors comprised of representatives from all BAWSCA agencies. The District's BAWSCA representative must be appointed by Coastside County Water District Board action. The CCWD Board

appointed Director Mickelsen in June of 2013, in 2017, in 2021, and again in 2025 to serve as the BAWSCA representative for the current term through June 30, 2029.

Local Agency Formation Commission (LAFCo)

LAFCo is a state-mandated, independent agency with countywide jurisdiction over changes in organization and boundaries of cities and special districts, including annexations, detachments, incorporations and formations. The District annually designates a Board member and an alternate to represent the District for the purposes of participation in the LAFCo election of officers.

American Water Works Association (AWWA)

The American Water Works Association is an international, nonprofit, scientific and educational society dedicated to providing total water solutions assuring the effective management of water. Founded in 1881, membership includes 4,300 utilities that supply 80% of the nation's drinking water. In addition to participating at a national level, the District actively participates in the Cal-Nevada section of the AWWA.

COASTSIDE COUNTY WATER DISTRICT BOARD COMMITTEES

March 2, 2026

Standing Committees

Directors

Finance Committee

Coverdell, Feldman

Human Resources Committee

Feldman, Muller

District Facilities Committee

Mickelsen, Coverdell

Advisory Committees

Directors

Interagency Affiliation Committee

Mickelsen, Muller

External Organizations

Directors

Association of California Water Agencies (ACWA)

Feldman

Association of California Water Agencies
Joint Powers Insurance Authority (ACWA/JPIA)

Feldman

California Special District Association (CSDA)

Muller

Bay Area Water Supply & Conservation Agency
(BAWSCA) - 4 year term - June 2025 to June 30, 2029

Mickelsen

Local Agency Formation Commission (LAFCo)

Board President *

American Water Works Association (AWWA)

Vacant

** All other Directors are designated as alternates for the purpose of participation in LAFCo's election of officers*

STAFF REPORT

To: Coastside County Water District Board of Directors
From: Mary Rogren, General Manager
Agenda: April 14, 2026

Report Date: April 10, 2026

Agenda Title: Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #18

Informational Item

At the July 9, 2024 Regular Board of Directors Meeting, the Board authorized an award of contract to DN Tanks, LLC. ("DN Tanks") for the construction of the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project. The District issued the full "notice to proceed" on January 21, 2025. The estimated completion is expected in Spring/Summer 2026. This is the eighteenth of several updates staff plans to present to the Board on progress of this project.

Freyer and Laureta, Inc., the Construction Management firm on this project has put together a brief summary of progress to date. See Attachment A.

Contract Data as of Board Meeting Date

Contract Data as of Meeting Date:

Contract Time (Calendar Days)		Contract Value	
Base Contract Duration	480	Base Contract	\$10,968,951.00
<i>Approved Change Order Days Added</i>	88	Approved Change Orders Added	\$145,181.86
<i>Approved Change Order Days Subtracted</i>	0	Approved Change Order %	1.32%
Total Contract Duration ¹	568	Approved Additional Work Added	\$285,577.81
Elapsed (Start Date 1/21/2025)	448	Approved Additional Work %	2.6%
Remaining Days	120	Total Contract Approved	\$11,399,710.67
		Billed to Date ²	\$9,199,478.08
		Remaining Value	\$2,200,232.59

¹All project work shall be substantially complete within 450 calendar days from the effective Notice to Proceed.

²Billed to date value is the contract work complete including the 5% retention that will be paid to Contractor upon project completion.

Construction Progress Update #18

Progress since Previous Board Meeting:

- Installation of Perimeter Drains, Drainage Mat, and Leak Detection Manhole.
- Installation and Testing of 24" Outlet Pipe.
- Installation and Testing of Subgrade Yard Piping.
- Waterproofing of Subgrade Tank Walls.
- Placement of Native Backfill around Tank Footing.
- Installation of Electrical Conduit around Tank Footing
- Installation of Electrical Equipment Concrete Pad.
- Removal of Shoring.
- Processing of Contractor Submittals, Requests for Information (RFIs) and Scheduling.

Construction Progress Update #18

Three-Week Look Ahead Schedule:

Major items of work anticipated over next 3-4 weeks are as follows:

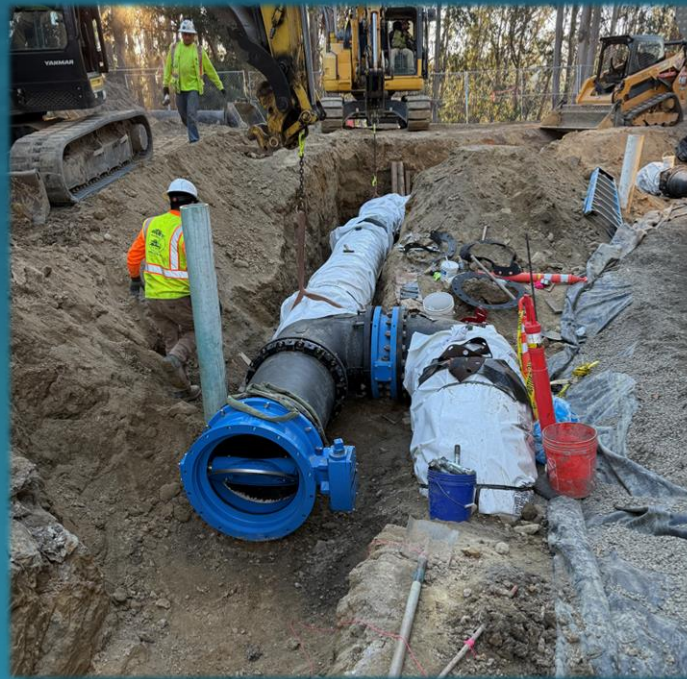
- Installation of 20" Steel Control Piping.
- 24" Outlet Pipe tie-in to Distribution System.
- Fiber Communications and Electrical Wire Pulling.
- Installation of Control Panel and Analyzer Panel.
- Processing of Contractor Submittals, Requests for Information (RFIs) and Scheduling.

Overall Project Schedule:

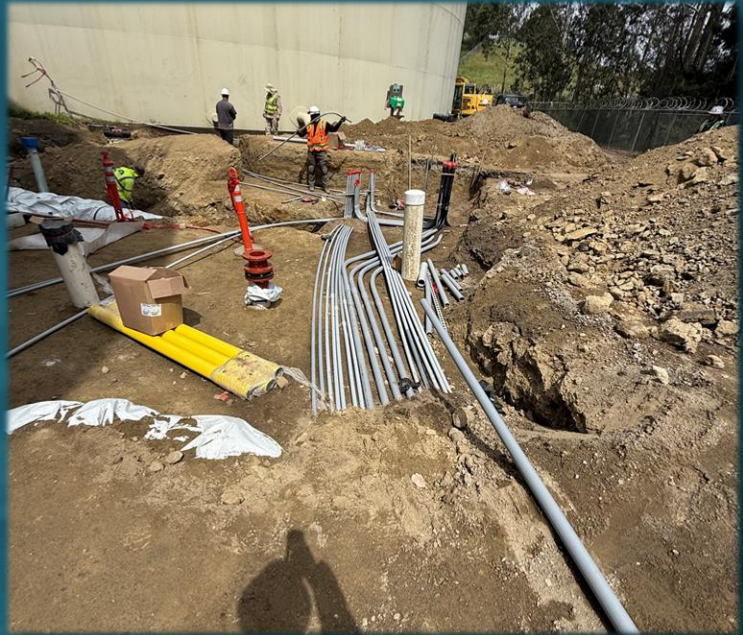
- Anticipated completion in July 2026.



Construction Photos



Construction Photos



Construction Photos

MONTHLY REPORT

To: Mary Rogren, General Manager

From: Sean Donovan, Water Treatment Operations Manager
Darin Sturdivan, Water Distribution Operations Manager
Todd Schmidt, Water Treatment Supervisor
Dustin Jahns, Distribution Supervisor

Agenda: April 14, 2026

Report Date: April 10, 2026

Monthly Highlights

- Division of Drinking Water approval for the new concrete tank to go into service has been received.
- Spare rapid mix gear box for Nunes Water Treatment Plant delivered.
- Replaced mixer in the Miramar Tank. (Warranty)
- Mowing of District sites.
- The Board approved the purchase of replacement Earthquake joints between pump and header pipe at Crystal Springs Pump Station in August of 2024 and we received them in March of 2025. These joints were installed last month while the pump station was offline for maintenance.
- GSW completed development of all the wells and have started on the electrical and water underground. The well pads have been sub-graded for concrete.
- Mike McDermott and Darin Sturdivan attended Con-Expo in Las Vegas NV.
- Dustin Jahns and Emma Rodriguez attended the Nor-Cal ESRI user conference in San Jose Ca.
- Dustin Jahns attended the Swift Comply conference in San Jose Ca.
- Carson Anderson passed his D-3 exam, Ivan Aguilar passed his D-2 exam and Jack Whelen passed his Cross-Connection Control Program Specialist class.

Sources: Pilarcitos Reservoir, Denniston Creek, Pilarcitos Wells.

No main leaks/service leaks

Projects

- EKI Environment and Water, Inc.
 - Provided submittal review and tracking and construction support of Pilarcitos Canyon Well Project.
 - Continued work on development of the District's Master Tank Plan.
 - At 90% engineering design for Alto/Miramar Project
- HDR, Inc.
 - HDR continued work on DN Tank submittals and plan modifications and coordination of subcontractors.