

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, April 14, 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: Newly appointed Director David Dickson, Mary Rogren, General Manager, Jeffrey Schneider, Asst. General Manager Finance/Administration, David Gehrig, Legal Counsel, Darin Sturdivan, Water Distribution Operations Manager, Gina Brazil, Administrative Services Manager, Nancy Trujillo, Utility Billing /Accounting Manager and Lisa Sulzinger, Administrative Analyst

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT**

There was no public comment.

- 4) **CONSENT CALENDAR**

- 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  
*March 2026 Monthly Financial Claims reviewed and approved by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of March 2, 2026, Special Board of Directors Meeting
- D. Approval of Minutes of March 10, 2026, Regular Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report

- G. CCWD Monthly Sales by Category Report – March 2026
- H. Leak/Flushing Report – March 2026
- I. Monthly Rainfall Reports
- J. SFPUC Hydrological Conditions Report – February 2026/March 2026
- K. Water Service Connection Transfer Report for March 2026
- L. Notice of Completion – Carter Hill 16-Inch Valve Replacement Project

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

**ON MOTION BY Director Coverdell and seconded by Vice President Muller, 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) SPECIAL ORDER OF BUSINESS**

**Administration of the Oath of Office to Newly Appointed Director**

President Feldman administered the Oath of Office to newly appointed Director David Dickson.

**6) MEETINGS ATTENDED / DIRECTOR COMMENTS**

- Vice President Muller attended the ACWA Region 5 Board Meeting on April 13.
- President Feldman, Vice President Muller and Ms. Rogren all attended the Farm Day Luncheon.

**7) GENERAL BUSINESS**

**A. Overview of Draft FY 2026/27 O&M Budget and Budget Process Timeline.**

Mr. Schneider presented a brief overview of the draft FY2026/27 Operations Budget, including reviewing projected revenue, operating expenses and debt service. Staff met on March 11, 2026 with the Finance Committee to review the draft. Mr. Schneider also presented the Budget Process Timeline.

**B. Quarterly Financial Review.**

Mr. Schneider summarized the year-to-date revenue and expenses for the first nine months of Fiscal Year 2025-2026. He also recapped the cash reserves and the Capital Improvement Program expenditures.

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

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, time and materials agreement for maintenance and instrumentation support. These funds are now expended, and staff recommends approving a new agreement with RAC for \$80,000 in order to continue these services for the next 12 months.

**ON MOTION BY Director Coverdell and seconded by Director Dickson, the Board voted by roll call vote to 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.**

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

**D. Authorize the General Manager to Procure Trimble Unity Asset Lifecycle Management Software Licenses for a Two-Year Term.**

Mr. Schneider explained that the District currently utilizes the Cityworks asset management system provided by Trimble, Inc. (Trimble) to manage distribution and treatment assets throughout their lifecycle, in conjunction with the ESRI geographic information system (GIS). The District's existing agreement with Trimble for server-based software, at an annual cost of \$28,704, is set to expire. The proposed new agreement would transition Cityworks software to a cloud-based platform at an annual cost of \$32,004 for a two-year term.

**ON MOTION BY Director Coverdell and seconded by Vice President Muller, the Board voted by roll call vote to 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.**

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

**E. Consider Proposals for General Manager Executive Recruitment Services and Potential Authorization to Enter into a Professional Services Agreement.**

Ms. Rogren summarized that 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. Ms. Rogren reached out to seven recruitment firms and five firms responded. Ms. Rogren summarized the pros and cons of each firm and narrowed it down to her top three. A conversation ensued with the Board and President Feldman felt a new advisory committee should be formed to assist with the recruitment process. The Board felt comfortable allowing Ms. Rogren to move forward with engaging Alliance Resources Consulting, LLC. for the General Manager Recruitment Services.

**ON MOTION BY Director Dickson and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with Alliance Resources Consulting LLC. for Executive Recruitment Services for General Manager in the not-to-exceed amount of \$32,000.**

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

**F. Review of Board Committees and Board President Appointments to Committees and External Organizations.**

President Feldman removed Director Coverdell from the Facilities Committee and appointed Director Dickson in his place.

President Feldman also established a new advisory committee, the General Manager Recruitment Advisory Committee, and appointed Directors Coverdell and Dickson to serve on the committee.

**G. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #18**

Ms. Rogren announced that out of 80 tank projects built by DN Tanks, Inc. (DN) in the United States during 2025, the District's Carter Hill Tank Project was awarded as DN's Project of the Year. DN recognized the construction management team, who showed strong leadership, excellent customer services, and stringent quality control.

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

**8) MONTHLY INFORMATIONAL REPORTS**

**A. Operations Report**

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

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

There were no requests for future agenda items.

**10) ADJOURNMENT - Board Meeting Adjourned at 7:24 p.m.**

Respectfully submitted,

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Mary Rogren, General Manager  
Secretary to the District

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Bob Feldman, President  
Board of Directors