

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, April 8, 2025

The Public was able to participate in the public meeting by joining the meeting in person or through the Zoom Video Conference link provided. The public was also able to join the meeting by calling a provided teleconference phone number.

- 1) **ROLL CALL** – President Reynolds called the meeting to order at 7:00 p.m. Present at roll call in person in the Board room: Vice President Bob Feldman, Director Ken Coverdell, Director Chris Mickelsen, and Director John Muller.

Also present: Mary Rogren, General Manager; Jeffrey Schneider, Asst. General Manager Finance/ Admin., Catherine Groves, Legal Counsel, Gina Brazil, Office Manager, Sean Donovan, Treatment Supervisor, Nancy Trujillo, Accounting Manager, and Lisa Sulzinger, Administrative Analyst

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

- A. Approval of disbursements for the month ending March 31, 2025:
Claims: \$ 1,493,853.11; Payroll: \$ 207,934.71 for a total of \$ 1,701,787.82
March 2025 Monthly Financial Claims reviewed and approved by Director Feldman
- B. Acceptance of Financial Reports
- C. Approval of Minutes of March 11, 2025, Special Board of Directors Meeting
- D. Approval of Minutes of March 11, 2025, Regular Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report – March 2025
- H. Leak/Flushing Report – March 2025
- I. Monthly Rainfall Reports
- J. SFPUC Hydrological Conditions Report – February 2025

Vice President Feldman stated he had reviewed the financial claims, and he 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
Director Muller	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Director Coverdell reported on recent snow conditions in the Sierras.
- Director Mickelsen attended a BAWSCA meeting.
- Director Muller had Community Emergency Response Team (CERT) training on March 29, 2025
- President Reynolds stated that the Disaster Air Response Team (based in Half Moon Bay) is planning their annual training. It incorporates a survey of the Coastside County Water District water infrastructure from the air.
- Vice President Feldman attended the March 28, 2025 Farm Day Luncheon

6) GENERAL BUSINESS

A. Authorize the General Manager to Approve a Change Order to GSW Construction, Inc. on the Nunes Water Treatment Plant Hypochlorite Room Improvements Project

Ms. Rogren summarized that GSW is near completion on the Nunes WTP Hypochlorite Room Improvement Project. Given GSW's expertise and while they are still on site, staff would like to engage with GSW to replace the wash water recovery pipe as a change order to the project. The wash water recovery pipe was originally installed in 1980. In 2024, the line developed a leak which District staff repaired, however given the age and condition of the pipe, staff recommends that the pipe be replaced.

ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to Approve a Change Order to GSW Construction, Inc. on the Nunes Water Treatment Plant Hypochlorite Room Improvements Project in the not-to-exceed amount of \$48,301.

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye

Vice-President Feldman
President Reynolds

Aye
Aye

B. Authorize the General Manager to Approve Change Orders on the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project up to a Cumulative Total of \$200,000

Ms. Rogren summarized the DN Tank project started in January 2025. Due to the complexity of the project and the unknown site conditions, changes are being discussed daily with staff, the construction manager and the District's engineers. To date the changes have been manageable as some change orders resulted in credits that offset other charges. Many of the change orders have required staff to make quick decisions to avoid delays in the construction schedule. To avoid construction delays if changes exceed the General Managers spending authority (\$30,000), staff requests the Board to authorize the General Manager to approve a cumulative level of \$200,000. With that said, the General Manager will keep the Facilities Committee abreast of the changes and any change orders in excess of \$200,000 must be approved by the Board of Directors

ON MOTION BY Director Muller and seconded by President Reynolds, the Board voted by roll call vote to authorize the General Manager to Approve Change Orders on the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project up to a cumulative total of \$200,000, with change orders within this total subject to approval by one or both members of the Facilities Committee.

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

Aye
Aye
Aye
Aye
Aye

C. Overview of Draft Fiscal Year 2025/26 Operations and Maintenance Budget and FY 2025/26 Budget Process Timeline

Mr. Schnieder summarized the Budget Process timeline, and that staff met with the Finance Committee on March 27, 2025, to review the drafts of the FY 2025/2026 Operation and Maintenance Budget and the FY 2025/2026 – FY 2034/2035 Capital Improvement Program (CIP). The Finance Committee did not recommend any changes to either the Operations and Maintenance or the CIP Budget. At the June 10, 2025, Regular Board of Directors Meeting the Board will be asked to approve the draft FY 2025/26 Operations and Maintenance Budget and the CIP Plan for FY 2025/26 – FY 2034/35.

D. 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 Capital Improvement Program year-to-date spend as well as the Cash reserves.

E. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #6

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

7) MONTHLY INFORMATIONAL REPORTS

A. Operations Report

Mr. Donovan summarized the Operation Highlights for the month of March 2025.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

9) ADJOURNMENT - Board Meeting Adjourned at 7:55 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors