

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, June 10, 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 Chris Mickelsen, and Director John Muller. Director Ken Coverdell was absent.

Also present: Mary Rogren, General Manager; Jeffrey Schneider, Asst. General Manager Finance/ Admin., Patrick Miyaki, Legal Counsel, Gina Brazil, Administrative Services Manager, Darin Sturdivan, Water Distribution Operations Manager, Cathleen Brennan, Water Resources Analyst, 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 May 31, 2025:
Claims: \$ 1,261,771.54; Payroll: \$ 209,962.88 for a total of \$ 1,471,734.42
May 2025 Monthly Financial Claims reviewed and approved by Director Coverdell
- B. Acceptance of Financial Reports
- C. Approval of Minutes of May 13, 2025, 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 – May 2025
- G. Leak/Flushing Report – May 2025
- H. Monthly Rainfall Reports

President Reynolds stated that Director Coverdell had reviewed the financial claims, and he found them to be in order.

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Director Muller and Vice President Feldman reported on their attendance at the ACWA Spring Conference on May 14, 2025, in Monterey.

6) GENERAL BUSINESS

A. Public Hearing on Status of Vacancies and Recruitment and Retention Efforts (AB2561)

1. Presentation by Staff

Mr. Schneider summarized that California State Assembly Bill 2561 was signed into law on September 22, 2024 and became effective on January 1, 2025. The intent of AB2561 is to ensure that public agencies are appropriately staffed and that high vacancy rates do not impact staff turnover and service delivery. The Bill outlines requirements for public agencies to conduct a public hearing each year prior to budget adoption and to report on vacancies, recruitment and retention efforts. Coastside County Water District's vacancy rates reflect a relatively stable work force. Mr. Schneider also shared the District's recruiting methods and retention efforts.

2. Open Public Hearing

- At 7:14 pm, President Reynolds opened the Public Hearing on the Status of Vacancies and Recruitment and Retention Efforts (AB2561). President Reynolds invited members of the audience to address the Board.
There were no comments from the audience.

3. Close Public Hearing

- At 7:14 pm, President Reynolds closed the Public Hearing

4. Board Comments/Board Action

- There were no comments from Board Members.

- B. 1) Consider Resolution 2025-03 Approving an Amendment to the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County.
2) Consider Resolution 2025-04 Approving Tier 2 Drought Response Implementation Plan Pursuant to Section 3.11.C of the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County

Ms. Rogren presented an overview of the two resolutions as well as a background and a summary of the events leading to the need for these two resolutions that consider amendments to the Water Supply Agreement and to the Tier 2 Drought Response Implementation Plan.

Resolution 2025-03 provides for approval of an amendment to the Amended and Restated Water Supply Agreement between the City and County of San Francisco and Wholesale Customer in Alameda County, San Mateo County and Santa Clara County to address three key areas:

- a. Minimum Purchase Requirements to align with evolving water supply conditions.
- b. Tier 1 Water Shortage Allocation Plan (Tier 1 Plan) to establish a new method for considering collective Wholesale Customer SFPUC purchases when determining how excess use charges will be applied.
- c. Other updates including revisions to address discrete issues that arose over the course of implementing the Water Supply Agreement.

Resolution 2025-04 provides for approval of an updated Tier 2 Drought Response Implementation Plan (Tier 2 Plan) that specifies the method for allocating water from the San Francisco Regional Water System among the wholesale customers during periods of shortage caused by drought.

ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to 1) adopt Resolution 2025-03 approving an amendment to the Amended and Restated Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County and Santa Clara County and; 2) adopt Resolution 2025-04 approving Tier 2 Drought Response Implementation Plan pursuant to Section 3.11.C of the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County.

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

C. Consider Ordinance 2025-01 Modifying Section W of the District's General Regulations Regarding Water Service Pertaining to the Control of Backflow and Cross-Connections.

Mr. Sturdivan summarized that the District's current Backflow and Cross-Connection Control regulations were adopted on September 10, 2013 (Ordinance 2013-01) and incorporated into Section W of the District's General Regulations regarding Water Service. With the State Water Resources Control Board's adoption of the Cross Connection-Control Policy Handbook on December 19, 2023 under authority of the California Safe Drinking Water Act, Public Water Systems in California must comply with the State's Cross-Connection Control Policy Handbook or face enforcement or other corrective actions by the State Water Resource Control Board.

The State's Cross-Connection Control Policy Handbook's primary objective is the protection of public health through the establishment of standards to ensure drinking water distribution systems will not be subject to the backflow of liquids, gases, or other substances. It is mandated under the State's Cross-Connection Control Policy Handbook that each Public Water System submit a written program and plan for the State Water Resources Control Board to review.

One of the requirements of the written plan is that the Public Water System provide a description of the legal authority or its operating rules and ordinances to implement their Cross-Connection Control Program and Plan, including implementing corrective actions against water users who fail to comply in a timely manner with provisions regarding the installation, inspection, field testing, or maintenance of backflow prevention assemblies.

The Public Water System must be able to 1) deny or discontinue water service to a water user, 2) install, inspect, field test, and/or maintain a backflow prevention assembly at the water user's premises, or 3) otherwise address in a timely manner a failure to comply with their Cross-Connection Control Program and Plan.

Ordinance 2025-01 was written to meet the requirements of the State's Cross-Connection Control Policy Handbook. It also includes descriptions of ownership, the right of the District to enter Property, appeals, cost recovery, and limitations of liability.

ON MOTION BY President Reynolds and seconded by Director Muller, the Board voted by roll call vote to approve Ordinance 2025-01 modifying Section W of the District's General Regulations Regarding Water Service Pertaining to the Control of Backflow and Cross-Connections.

Director Coverdell

Absent

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

D. Approval of Salary Schedule with a Cost-of-Living Adjustment for FY2025-2026, effective July 1, 2025

Mr. Schneider presented an updated Salary Schedule to be effective July 1, 2025. The salary update includes a 2.7% cost-of-living adjustment based on the Consumer Price Index – Urban Wage Earners and Clerical Workers – San Francisco-Oakland-San Jose, CA from February to February. He also explained that CalPERS requires Board approval of the District’s Salary Schedule.

ON MOTION BY Director Muller and seconded by Vice President Feldman, the Board voted by roll call vote to approve the Salary Schedule with a cost-of-living adjustment for FY2025-2026, effective July 1, 2025.

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

E. Approval of Fiscal Year 2025-2026 Operations and Maintenance Budget and Fiscal Year 2025/2026 to Fiscal Year 2034/2035 Capital Improvement Program

Mr. Schneider shared a presentation summarizing the proposed Operations and Maintenance Budget for Fiscal Year 2025/2026, and proposed 10-year Capital Improvement Program for Fiscal Year 2025/2026 to Fiscal Year 2034/2035. Staff met with the Finance Committee, the Facilities Committee, and the District’s Engineer, EKI Environment and Water, Inc. during the preparation of these budgets. Staff presented the draft Operations and Maintenance Budget for Fiscal Year 2025/2026 at the April 8, 2025 Regular Board of Directors Meeting and the draft Fiscal Year 2025/2026 to Fiscal Year 2034/2035 Capital Improvement Program at the May 13, 2025 Regular Board of Directors Meeting.

ON MOTION BY Director Muller and seconded by Director Mickelsen, the Board voted by roll call vote to approve the Fiscal Year 2025-2026 Operations and Maintenance Budget and Fiscal Year 2025-2026 to Fiscal Year 2034-2035 Capital Improvement Program.

Director Coverdell	Absent
Director Mickelsen	Aye
Director Muller	Aye

Vice-President Feldman
President Reynolds

Aye
Aye

F. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #8

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

7) MONTHLY INFORMATIONAL REPORTS

A. General Managers Report Operations Report

- Ms. Rogren noted that at the May 13, 2025, Board of Directors Meeting, the Board approved a staff reorganization. She then summarized the promotions that occurred since the May 13, 2025 meeting.

B. Operations Report

Mr. Sturdivan summarized the Operation Highlights for the month of May 2025.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

9) ADJOURNMENT - Board Meeting Adjourned at 8:36 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors