

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, June 9, 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 Boardroom: Vice President John Muller, Director Ken Coverdell, Director David Dickson and Director Chris Mickelsen

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

Also Present: Elizabeth Drayer, West Yost Associates

- 2) PLEDGE OF ALLEGIANCE**
- 3) MOMENT OF SILENCE** – In Memory of Al Adreveno who was on the Coastside County Water District Board of Directors from 1982-1994.

- 4) PUBLIC COMMENT**

There was no public comment.

- 5) CONSENT CALENDAR**

A. Approval of disbursements for the month ending May 31, 2026:

Claims: \$1,298,029.03; Payroll: \$ 260,096.04 for a total of \$1,558,125.07

May 2026 Monthly Financial Claims reviewed and approved by Director Dickson

B. Acceptance of Financial Reports

- C. Approval of Minutes of May 12, 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 – May 2026
- G. Leak/Flushing Report – May 2026
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – April 2026 and May 2026
- J. Water Service Connection Transfer Report for May 2026

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

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

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

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Direction Mickelson attended a Bay Area Water Supply and Water Conservation Agency (BAWSCA) meeting and provided highlights of that meeting.

7) GENERAL BUSINESS

A. PUBLIC HEARING

1. To Allow Community Input on Coastside County Water District's 2025 Urban Water Management Plan

a. **Open Public Hearing:** Opened at 6:10pm

b. Staff Presentation

Ms. Brennan presented a detailed overview of the Urban Water Management Plan (UWMP). In attendance at the meeting was Ms. Drayer from West Yost Associates who worked with Ms. Brennan on updating the plan. The UWMP is prepared by California's urban water suppliers to support their long-term resource planning and to ensure that adequate water supplies are available to meet existing and future water demands. The UWMP is required to be updated every 5 years and submitted to the California Department of Water Resources. The UWMP serves as a foundational document and planning tool that may be used by the City and County in developing their General Plans.

- c. **Public Comments.** There were no public comments.
- d. **Close Public Hearing:** President Feldman closed the public hearing at 6:32pm
- e. **Board Comments:** President Feldman asked the Board for comments. The Board commended Ms. Brennan for doing a great job on preparing the UWMP. A discussion then ensued.

B. Consider Approval of Resolution 2026-05 Adopting the 2025 Urban Water Management Plan.

Resolution 2026-05 – Adopting the 2025 Urban Water Management Plan.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to approve Resolution 2026-05 adopting the 2025 Urban Water Management Plan.

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

C. PUBLIC HEARING

Public Hearing on Status of Vacancies, Recruitment and Retention Efforts (AB 2561)

a. **Open Public Hearing:** Opened at 6:34pm

b. **Staff Presentation pursuant to AB 2561 on Status of District Vacancies, Recruitment, and Retention Efforts**

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 AB 2561 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 vacancies, recruitment and retention efforts. Mr. Schneider reported that the District's vacancy rate as of June 1, 2006 is 8%. Mr. Schneider also shared the District's recruiting methods and retention efforts.

c. **Public Comment:** No public comments.

d. **Close Public Hearing:** President Feldman closed the public hearing at 6:43pm.

e. Board Comments: The Board complimented staff on their strong work ethic and expressed appreciation for the District's commitment to promoting from within whenever possible.

D. Approval of Salary Schedule with a Cost-of-Living Adjustment for Fiscal Year 2026-2027, Effective July 1, 2026

Mr. Schneider presented an updated Salary Schedule to be effective July 1, 2026. The salary update includes a 1.75% 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.

Pursuant to a recent amendment to the SB 707 Brown Act of Government Code section 54953(d)(3), Mr. Schneider verbally reported during the meeting the compensation levels for department heads and senior administrative managers. As shown below:

Title	Current Salary	Proposed Salary	% Increase
General Manager	\$283,425	\$288,386	1.75%
Assistant General Manager of Finance and Administration	\$222,123	\$231,661	4.29%
Water Treatment Plant Operations Manager	\$199,871	\$208,451	4.29%
Water Distribution Operations Manager	\$176,656	\$184,240	4.29%

ON MOTION BY Vice President Muller and seconded by Director Mickelson, the Board voted by roll call vote to approve the Salary Schedule with a 1.75% cost-of-living Adjustment for Fiscal Year 2026-2027, effective July 1, 2026

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

E. Approval of Fiscal Year 2026-2027 Operations and Maintenance Budget and Fiscal Year 2026-2027 to Fiscal Year 2035-2036 Capital Improvement Program

Mr. Schneider summarized the proposed Operations and Maintenance Budget for Fiscal Year 2026/2027 and the proposed 10-year Capital Improvement Program (CIP) for Fiscal Years 2026/2027 through 2035/2036. Staff met with the Finance

Committee and the Facilities Committee along with Jon Sutter from EKI Environment and Water, Inc. during the preparation of these budgets. Staff presented the draft Operations and Maintenance at the April 14, 2026, Regular Board of Directors Meeting and the draft Fiscal Year 2026/2027 to Fiscal Year 2035/2036 at the May 12, 2026 Regular Board of Directors Meeting.

ON MOTION BY Director Dickson and seconded by Vice President Muller, the Board voted by roll call vote to approve the Fiscal Year 2026-2027 Operations and Maintenance Budget and Fiscal Year 2026-2027 to Fiscal Year 2035-2036 Capital Improvement Program

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

F. Resolution 2026-06 Calling for an Election to be held on Tuesday, November 3, 2026 and Requesting the County Elections Department to Conduct this Election

Ms. Rogren summarized the actions required to conduct the District's November 3, 2026 election, including the adoption of Resolution 2026-06. Two zones are up for election for 4-year terms and are currently held by Director Mickelsen (Zone 2) and President Feldman (Zone 5). Zone 1 is also up for election for a 2-year term; Zone 1 is currently held by Director Dickson. Under state law, the District must submit a formal request to the County Elections Department to perform all services required to conduct the District's election. President Feldman stated that he did not plan to seek reelection, and that he planned to retire from public service. Board members expressed their appreciation for President Feldman's service on the Board.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to adopt Resolution 2026-06 calling for an election to be held on Tuesday, November 2026 for the election of three (3) Members of the Governing Board representing Zone 1, Zone 2, and Zone 5.

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

G. Approval of Contract Change Order #8 with DN Tanks, LLC for Added Paving to the Nunes Water Treatment Plant Access Road

Ms. Rogren summarized that the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project includes 40,000 square feet of paving including paving around the tank site and repaving the Nunes Water Treatment Plant (WTP) Access Road to address wear and tear resulting from construction activities. This change order reflects paving the roadway on the south side of the Nunes WTP in lieu of the turnaround area that was repaved in early 2025. The net differential is an additional 3,950 square feet at a net cost of \$49,000.

ON MOTION BY Director Coverdell and seconded by Vice President Muller the Board voted by roll call vote to authorize the General Manager to approve Change Order #8 with DN Tanks, LLC. for the Carter Hill Prestressed Concrete Tank & Seismic Upgrades Project for added paving to the Nunes Water Treatment Plant Access Road for a not-to-exceed amount of \$49,000.

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

H. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project – Update #20

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

8) MONTHLY INFORMATIONAL REPORTS

A. General Manager’s Report

- Ms. Rogren announced Lisa Sulzinger will retire from her position as Administrative Analyst/ Board Clerk effective July 31, 2026.
- Ms. Rogren also announced the promotion of Ingrid Anderson to the position of Administrative Analyst/ Board Clerk.
- General Manager Recruitment Update: During May, the recruiter from Alliance Resource Consulting LLC met with the General Manager Recruitment Advisory Committee, individual Board members, and District staff to gather input and to develop a candidate profile for the position. Ms. Rogren presented to the Board of Directors a recruitment timeline.

B. Operations Report

Mr. Donovan summarized the Operations highlights for the month of May 2026.

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

There were no requests for future agenda items.

9) **ADJOURNMENT - Board Meeting Adjourned at 7:33 p.m.**

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Bob Feldman, President
Board of Directors