

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 12, 2025 - 7:00 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.

The meeting will begin at 7:00 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/81277240724?pwd=XJ7TeJrfranJhOfbPSvqFqeIky9RPI.1>

Meeting ID: 812 7724 0724

Passcode: 513540

One tap mobile

+16699006833,,81277240724#,,,,*513540# US (San Jose)

Dial by your location

- +1 669 900 6833 US (San Jose)

Meeting ID: 812 7724 0724

Passcode: 513540

Find your local number: <https://us06web.zoom.us/j/81277240724?pwd=XJ7TeJrfranJhOfbPSvqFqeIky9RPI.1>

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 July 31, 2025:
Claims: \$ 3,354,809.34; Payroll: \$ 250,547.23 for a total of \$ 3,605,356.57 ([attachment](#))
July 2025 Monthly Financial Claims reviewed and approved by Director Reynolds
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of July 8, 2025, Regular Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report – July 2025 ([attachment](#))
- G. Leak/Flushing Report – July 2025 ([attachment](#))

- H. Monthly Rainfall Reports ([attachment](#))
- I. SFPUC Hydrological Conditions Report – June and July 2025 ([attachment](#))
- J. Association of California Water Agencies (ACWA) Election of Board Officers and Region 5 Board Members for the 2026-2027 Term ([attachment](#))
- K. Notice of Completion – Nunes Water Treatment Plant Hypochlorite Room Improvements Project ([attachment](#))
- L. Notice of Completion – Highway 92 Emergency Pipeline Replacement Project ([attachment](#))
- M. Acceptance of Subdivision Utility System 555/565/575 Seymore Street, Half Moon Bay Sarah B. Clover and Jeremy D. Clover, Trustees of the Sarah and Jeremy Clover Living trust and Coastside Estates LLC ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering Services for the Nunes Water Treatment Plant Sedimentation Basin Rehabilitation Project ([attachment](#))
- B. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Geotechnical Investigation and Predesign Study for the Highway 92 Pipeline Project – Phase 2 ([attachment](#))
- C. Waive the District’s Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Award a Contract to Central Roofing, Inc. for Roof Repairs at the Nunes Water Treatment Plant ([attachment](#))
- D. Consider Approval of Resolution 2025-07 Amending the District’s Policies and Procedures for Award of Contracts, and Approval of Updates to the District’s Purchasing Policy ([attachment](#))
- E. 2024-2025 County of San Mateo Civil Grand Jury Report “Will the Next Big One Leave You High and Dry?” - Discussion ([attachment](#))
- F. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #10 ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. General Manager’s Report ([attachment](#))
 - * Possible Change to Board Meeting Agenda – Disclaimer Related to Remote Participation
- B. Operations Report ([attachment](#))

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR JULY 2025**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR		AMOUNT
07/02/2025	35319	A-1 TRUCK DRIVING SCHOOL, INC.	\$	3,500.00
07/03/2025	35320	ALLIED IRON CO., INC.	\$	1,647.03
07/03/2025	35321	AMAZON CAPITAL SERVICES, INC.	\$	512.35
07/03/2025	35322	ASSOC. CALIF. WATER AGENCY	\$	14,692.89
07/03/2025	35323	TIMOTHY C BOWSER	\$	2,923.00
07/03/2025	35324	CEL ANALYTICAL INC.	\$	755.00
07/03/2025	35325	CINTAS FIRST AID & SAFETY	\$	108.22
07/03/2025	35326	CASTANEDA & PEREZ INC	\$	1,016.78
07/03/2025	35327	GRAINGER, INC.	\$	332.97
07/03/2025	35328	HASSETT HARDWARE	\$	1,858.23
07/03/2025	35329	MISSION UNIFORM SERVICES INC.	\$	107.32
07/03/2025	35330	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	1,408.00
07/03/2025	35331	PINE PACIFIC SERVICES, LLC	\$	800.00
07/03/2025	35332	UBEO WEST, LLC	\$	1,013.91
07/03/2025	35333	REPUBLIC SERVICES	\$	654.19
07/03/2025	35334	ROGUE WEB WORKS, LLC	\$	1,034.00
07/03/2025	35335	SMDJ LLC	\$	1,192.50
07/03/2025	35336	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	898.77
07/03/2025	35337	HD SUPPLY INC	\$	5,993.83
07/03/2025	35338	VERIZON WIRELESS	\$	2,065.87
07/03/2025	35339	WEST YOST ASSOCIATES, INC	\$	19,137.75
07/03/2025	35340	MARIA ROMERO	\$	2,970.00
07/03/2025	35341	SWIFTCOMPLY US OPCO, INC	\$	12,500.00
07/16/2025	35342	ADP, INC.	\$	828.55
07/16/2025	35343	AMAZON CAPITAL SERVICES, INC.	\$	64.42
07/16/2025	35344	AMAZON WEB SERVICES, INC.	\$	1,117.60
07/16/2025	35345	AMERICAN PORTABLES	\$	1,792.86
07/16/2025	35346	AT&T	\$	2,025.07
07/16/2025	35347	BADGER METER, INC.	\$	66.00
07/16/2025	35348	BALANCE HYDROLOGICS, INC	\$	15,984.65
07/16/2025	35349	TIMOTHY C BOWSER	\$	4,000.00
07/16/2025	35350	CALCON SYSTEMS, INC.	\$	13,100.22
07/16/2025	35351	CECIL & CECIL ENTERPRISES, INC	\$	53,303.00
07/16/2025	35352	CINTAS FIRST AID & SAFETY	\$	922.95
07/16/2025	35353	C.J. BROWN & COMPANY, CPAS	\$	291.00
07/16/2025	35354	DN TANKS LLC	\$	159,907.15
07/16/2025	35355	EKI INC.	\$	103,433.95
07/16/2025	35356	FREYER & LAURETA, INC.	\$	39,869.50
07/16/2025	35357	GRISWOLD INDUSTRIES	\$	384.57
07/16/2025	35358	GSW CONSTRUCTION INC	\$	48,641.19
07/16/2025	35359	HACH CO., INC.	\$	27.89
07/16/2025	35360	HMB BLDG. & GARDEN INC.	\$	27.34
07/16/2025	35361	HDR ENGINEERING, INC	\$	33,719.37
07/16/2025	35362	HERC RENTALS, INC.	\$	1,066.18
07/16/2025	35363	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	644.00
07/16/2025	35364	PACIFIC GAS & ELECTRIC CO.	\$	57,994.09
07/16/2025	35365	RELIABLE AUTOMATION CONTROLS	\$	1,526.51
07/16/2025	35366	SCAPES, INC	\$	380.00
07/16/2025	35367	STATE WATER RESOURCES CONTROL BD	\$	60.00
07/16/2025	35368	ALTER TECH SOLUTIONS LLC	\$	8,300.00
07/16/2025	35369	AMAZON CAPITAL SERVICES, INC.	\$	162.03
07/16/2025	35370	HEALTH BENEFITS ACWA-JPIA	\$	50,023.04
07/16/2025	35371	BAY AREA WATER SUPPLY &	\$	11,946.50

07/16/2025	35372	JAMES COZZOLINO, TRUSTEE	\$	275.00
07/16/2025	35373	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	842.97
07/16/2025	35374	SEAN DONOVAN	\$	455.92
07/16/2025	35375	GRAINGER, INC.	\$	25.45
07/16/2025	35376	GLENNA LOMBARDI	\$	86.00
07/16/2025	35377	MISSION UNIFORM SERVICES INC.	\$	107.32
07/16/2025	35378	SAN FRANCISCO WATER DEPT.	\$	329,328.58
07/16/2025	35379	SOCIAL AND ENVIRONMENTAL ENTREPRENEURS	\$	16,500.00
07/16/2025	35380	STATE WATER RESOURCES CONTROL BD	\$	130.00
07/16/2025	35381	STATE WATER RESOURCES CONTROL BD	\$	60.00
07/16/2025	35382	STANDARD INSURANCE COMPANY	\$	580.26
07/16/2025	35383	TPX COMMUNICATIONS	\$	2,178.89
07/16/2025	35384	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	317.46
07/16/2025	35385	U.S. BANK GLOBAL CORP TRUST SERVICES	\$	525,367.97
07/16/2025	35386	BOSCO OIL COMPANY	\$	3,118.30
07/16/2025	35387	VERIZON CONNECT INC.	\$	378.00
07/16/2025	35388	SWIFTCOMPLY US OPCO, INC	\$	3,785.93
07/16/2025	35389	U.S. BANK GLOBAL CORP TRUST SERVICES	\$	280,620.60
07/16/2025	35390	U.S. BANK GLOBAL CORP TRUST SERVICES	\$	244,747.37
07/23/2025	35391	AT&T MOBILTY	\$	126.72
07/23/2025	35392	CINTAS FIRST AID & SAFETY	\$	922.95
07/23/2025	35393	COZZOLINO PROPERTIES LLC	\$	3,805.15
07/23/2025	35394	DATAPROSE, LLC	\$	4,802.61
07/23/2025	35395	GOLDEN STATE CONSTRUCTION & UTILITY INC	\$	573,014.35
07/23/2025	35396	HYDROSCIENCE ENGINEERS, INC.	\$	11,785.48
07/23/2025	35397	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	1,076.00
07/23/2025	35398	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP.	\$	74.00
07/23/2025	35399	ACI PAYMENTS, INC.	\$	150.00
07/23/2025	35400	PACIFIC GAS & ELECTRIC CO.	\$	109.02
07/23/2025	35401	PACIFICA COMMUNITY TV	\$	300.00
07/23/2025	35402	SAN MATEO CTY PUBLIC HEALTH LAB	\$	988.00
07/23/2025	35403	TRI COUNTIES BANK	\$	7,696.49
07/23/2025	35404	TYLER TECHNOLOGIES, INC	\$	13,353.94
07/23/2025	35405	UNDERWOOD & ROSENBLUM INC	\$	6,750.00
07/23/2025	35406	UNIVAR SOLUTIONS USA INC.	\$	10,776.40
07/23/2025	35407	US BANK NA	\$	30.18
07/23/2025	35408	WATERSMART SOFTWARE, INC	\$	122.34
07/23/2025	35409	ACWA/JPIA	\$	4,584.00
07/23/2025	35410	BAY ALARM COMPANY	\$	444.51
07/23/2025	35411	CALIFORNIA UTILITIES	\$	650.00
07/23/2025	35412	GRAINGER, INC.	\$	127.34
07/23/2025	35413	IRON MOUNTAIN	\$	771.12
07/23/2025	35414	NTU TECHNOLOGIES, INC	\$	21,736.40
07/23/2025	35415	SM CTY ENVIRONMENTAL HEALTH	\$	2,869.00
07/23/2025	35416	SAN MATEO COUNTY	\$	10,648.00
07/23/2025	35417	STRAWFLOWER ELECTRONICS	\$	15.00
07/30/2025	35418	COLLEEN O'REILLY	\$	71.16
07/30/2025	35419	JERI BERKSON	\$	40.95
07/30/2025	35420	HALF MOON BAY GRADING & PAVING, INC	\$	4,220.25
07/30/2025	35421	GOLDEN STATE CONSTRUCTION UTILITY	\$	2,334.04
07/30/2025	35422	KEVIN STEVENS	\$	87.02
07/30/2025	35423	RAFAELA AGUILAR-REYES	\$	11.22
07/31/2025	35424	CALCON SYSTEMS, INC.	\$	7,760.00
07/31/2025	35425	HANSONBRIDGETT. LLP	\$	14,314.00
07/31/2025	35426	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP.	\$	74.00
07/31/2025	35427	AMAZON CAPITAL SERVICES, INC.	\$	284.36
07/31/2025	35428	EMMA BARR	\$	172.20
07/31/2025	35429	BAY AREA AIR QUALITY MGMT DIST	\$	620.00

07/31/2025	35430	BIG CREEK LUMBER	\$	36.60
07/31/2025	35431	CALCON SYSTEMS, INC.	\$	382.82
07/31/2025	35432	PETTY CASH	\$	11.18
07/31/2025	35433	COASTSIDE TECHNICAL SERVICES	\$	389.88
07/31/2025	35434	DISCOUNTCCELL LLC	\$	1,631.61
07/31/2025	35435	KELLY HOFFMAN-DAVIS	\$	139.20
07/31/2025	35436	HMB BLDG. & GARDEN INC.	\$	629.55
07/31/2025	35437	IRVINE CONSULTING SERVICES, INC.	\$	4,289.56
07/31/2025	35438	JESSE MACK COMPANY INC.	\$	2,312.32
07/31/2025	35439	MISSION UNIFORM SERVICES INC.	\$	92.53
07/31/2025	35440	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	1,552.00
07/31/2025	35441	OCT WATER QUALITY ACADEMY	\$	500.00
07/31/2025	35442	PACE SUPPLY CORP.	\$	11,948.36
07/31/2025	35443	STATE WATER RESOURCES CONTROL BD	\$	130.00
07/31/2025	35444	TEAMSTERS LOCAL UNION #856	\$	1,316.00
07/31/2025	35445	UNDERGROUND SERVICE ALERT	\$	569.09
07/31/2025	35446	UNDERGROUND SERVICE ALERT OF NORTHERN CALIFORNIA AND NEVADA	\$	1,758.82
07/31/2025	35447	UTAP PRINTING CO., INC.	\$	853.34
07/31/2025	35448	NICOLAS GARCIA	\$	66.98
07/31/2025	35449	HACH CO., INC.	\$	3,087.30
07/31/2025	35450	HASSETT HARDWARE	\$	1,590.53
07/31/2025	35451	DUSTIN JAHNS	\$	530.21
07/31/2025	35452	PINE PACIFIC SERVICES, LLC	\$	800.00
07/31/2025	35453	VERIZON WIRELESS	\$	2,065.67
SUBTOTAL CLAIMS FOR MONTH			\$	2,842,040.01

WIRE PAYMENTS

07/15/2025	DFT0000654	PUB. EMP. RETIRE SYSTEM	\$	20,966.52
07/15/2025	DFT0000655	CalPERS FISCAL SERVICES DIVISION	\$	447,555.00
07/15/2025	DFT0000656	VALIC	\$	6,184.20
07/15/2025	DFT0000657	EMPOWER RETIREMENT, LLC	\$	1,225.00
07/30/2025	DFT0000658	EMPOWER RETIREMENT, LLC	\$	1,225.00
07/30/2025	DFT0000659	VALIC	\$	6,184.20
07/31/2025	DFT0000660	PUB. EMP. RETIRE SYSTEM	\$	22,039.95
07/31/2025		BANK AND CREDIT CARD FEES	\$	7,389.46
SUBTOTAL WIRE PAYMENTS FOR MONTH			\$	512,769.33

TOTAL CLAIMS FOR THE MONTH \$ 3,354,809.34



Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 07/31/2025

		July Budget	July 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	1,495,500.00	1,538,927.80	43,427.80	2.90%	1,495,500.00	1,538,927.80	43,427.80	2.90%	15,862,300.00
	Total RevType: 1 - Operating:	1,495,500.00	1,538,927.80	43,427.80	2.90%	1,495,500.00	1,538,927.80	43,427.80	2.90%	15,862,300.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	6,000.00	7,418.86	1,418.86	23.65%	6,000.00	7,418.86	1,418.86	23.65%	60,000.00
1-4180-00	Late Notice - 10% Penalty	8,400.00	7,672.13	-727.87	-8.67%	8,400.00	7,672.13	-727.87	-8.67%	100,000.00
1-4230-00	Service Connections	1,300.00	1,152.99	-147.01	-11.31%	1,300.00	1,152.99	-147.01	-11.31%	15,000.00
1-4920-00	Interest Earned	52,000.00	63,587.34	11,587.34	22.28%	52,000.00	63,587.34	11,587.34	22.28%	385,000.00
1-4930-00	Tax Apportionments/County Checks	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	1,231,000.00
1-4950-00	Miscellaneous Income	400.00	1,550.02	1,150.02	287.51%	400.00	1,550.02	1,150.02	287.51%	5,000.00
1-4955-00	Cell Site Lease Income	19,910.00	19,536.84	-373.16	-1.87%	19,910.00	19,536.84	-373.16	-1.87%	239,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	600,000.00
	Total RevType: 2 - Non-Operating:	88,010.00	100,918.18	12,908.18	14.67%	88,010.00	100,918.18	12,908.18	14.67%	2,635,000.00
	Total Revenue:	1,583,510.00	1,639,845.98	56,335.98	3.56%	1,583,510.00	1,639,845.98	56,335.98	3.56%	18,497,300.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	358,022.00	306,241.71	51,780.29	14.46%	358,022.00	306,241.71	51,780.29	14.46%	2,873,340.00
1-5230-00	Nunes T P Pump Expense	5,900.00	5,990.50	-90.50	-1.53%	5,900.00	5,990.50	-90.50	-1.53%	72,100.00
1-5231-00	CSP Pump Station Pump Expense	51,600.00	57,300.11	-5,700.11	-11.05%	51,600.00	57,300.11	-5,700.11	-11.05%	500,000.00
1-5232-00	Other Trans. & Dist Pump Expense	3,600.00	3,250.12	349.88	9.72%	3,600.00	3,250.12	349.88	9.72%	38,300.00
1-5233-00	Pilarcitos Canyon Pump Expense	1,700.00	2,913.69	-1,213.69	-71.39%	1,700.00	2,913.69	-1,213.69	-71.39%	87,000.00
1-5234-00	Denniston T P Pump Expense	12,600.00	13,908.18	-1,308.18	-10.38%	12,600.00	13,908.18	-1,308.18	-10.38%	112,650.00
1-5242-00	CSP Pump Station Operations	910.00	520.97	389.03	42.75%	910.00	520.97	389.03	42.75%	11,000.00
1-5243-00	CSP Pump Station Maintenance	4,150.00	4,000.00	150.00	3.61%	4,150.00	4,000.00	150.00	3.61%	50,000.00
1-5246-00	Nunes T P Operations - General	7,400.00	7,000.00	400.00	5.41%	7,400.00	7,000.00	400.00	5.41%	89,500.00
1-5247-00	Nunes T P Maintenance	11,600.00	6,459.94	5,140.06	44.31%	11,600.00	6,459.94	5,140.06	44.31%	140,000.00
1-5248-00	Denniston T P Operations-General	6,000.00	22,064.09	-16,064.09	-267.73%	6,000.00	22,064.09	-16,064.09	-267.73%	73,000.00
1-5249-00	Denniston T.P. Maintenance	14,200.00	5,012.11	9,187.89	64.70%	14,200.00	5,012.11	9,187.89	64.70%	171,400.00
1-5250-00	Laboratory Expenses	7,000.00	7,882.62	-882.62	-12.61%	7,000.00	7,882.62	-882.62	-12.61%	85,000.00
1-5260-00	Maintenance - General	33,400.00	25,123.88	8,276.12	24.78%	33,400.00	25,123.88	8,276.12	24.78%	400,000.00
1-5263-00	Uniforms	1,000.00	11,379.36	-10,379.36	-1,037.94%	1,000.00	11,379.36	-10,379.36	-1,037.94%	15,000.00
1-5318-00	Studies/Surveys/Consulting	4,500.00	0.00	4,500.00	100.00%	4,500.00	0.00	4,500.00	100.00%	160,000.00
1-5321-00	Water Resources	1,500.00	0.00	1,500.00	100.00%	1,500.00	0.00	1,500.00	100.00%	18,000.00
1-5322-00	Community Outreach	2,340.00	0.00	2,340.00	100.00%	2,340.00	0.00	2,340.00	100.00%	63,500.00

Monthly Budget Report

For Fiscal: 2025-2026 Period Ending: 07/31/2025

		July Budget	July Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5381-00	Legal	10,400.00	10,000.00	400.00	3.85%	10,400.00	10,000.00	400.00	3.85%	125,000.00
1-5382-00	Engineering	8,400.00	8,000.00	400.00	4.76%	8,400.00	8,000.00	400.00	4.76%	100,000.00
1-5383-00	Financial Services	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	21,000.00
1-5384-00	Computer Services	34,375.00	25,442.10	8,932.90	25.99%	34,375.00	25,442.10	8,932.90	25.99%	375,000.00
1-5410-00	Salaries/Wages-Administration	143,656.00	133,571.10	10,084.90	7.02%	143,656.00	133,571.10	10,084.90	7.02%	1,630,182.00
1-5411-00	Salaries & Wages - Field	197,932.00	200,312.95	-2,380.95	-1.20%	197,932.00	200,312.95	-2,380.95	-1.20%	2,246,102.00
1-5420-00	Payroll Tax Expense	26,131.00	25,512.95	618.05	2.37%	26,131.00	25,512.95	618.05	2.37%	292,382.00
1-5435-00	Employee Medical Insurance	44,260.00	44,264.16	-4.16	-0.01%	44,260.00	44,264.16	-4.16	-0.01%	568,967.00
1-5436-00	Retiree Medical Insurance	7,054.00	4,813.02	2,240.98	31.77%	7,054.00	4,813.02	2,240.98	31.77%	84,648.00
1-5440-00	Employees Retirement Plan	65,581.00	60,639.05	4,941.95	7.54%	65,581.00	60,639.05	4,941.95	7.54%	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	6,660.00	6,530.83	129.17	1.94%	6,660.00	6,530.83	129.17	1.94%	80,000.00
1-5620-00	Office & Billing Expenses	33,300.00	27,482.93	5,817.07	17.47%	33,300.00	27,482.93	5,817.07	17.47%	400,000.00
1-5625-00	Meetings / Training / Seminars	4,400.00	5,067.84	-667.84	-15.18%	4,400.00	5,067.84	-667.84	-15.18%	52,900.00
1-5630-00	Insurance	25,318.00	25,669.03	-351.03	-1.39%	25,318.00	25,669.03	-351.03	-1.39%	314,900.00
1-5687-00	Membership, Dues, Subscript.	18,688.00	17,724.75	963.25	5.15%	18,688.00	17,724.75	963.25	5.15%	126,900.00
1-5689-00	Labor Relations	500.00	0.00	500.00	100.00%	500.00	0.00	500.00	100.00%	6,000.00
1-5700-00	San Mateo County Fees	2,900.00	1,302.42	1,597.58	55.09%	2,900.00	1,302.42	1,597.58	55.09%	33,900.00
1-5705-00	State Fees	4,325.00	1,189.09	3,135.91	72.51%	4,325.00	1,189.09	3,135.91	72.51%	51,900.00
Total ExpType: 1 - Operating:		1,161,302.00	1,076,569.50	84,732.50	7.30%	1,161,302.00	1,076,569.50	84,732.50	7.30%	12,298,011.00
ExpType: 4 - Capital Related										
1-5715-00	Debt Service/CIEDB 11-099	280,621.00	280,620.60	0.40	0.00%	280,621.00	280,620.60	0.40	0.00%	334,998.00
1-5716-00	Debt Service/CIEDB 2016	244,747.00	244,747.37	-0.37	0.00%	244,747.00	244,747.37	-0.37	0.00%	320,883.00
1-5717-00	Debt Service-Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	432,880.00
1-5718-00	Debt Service-First Foundation Bank - 20...	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	417,365.00
1-5719-00	Debt Service-2025 COP Issuance	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	530,813.00
Total ExpType: 4 - Capital Related:		525,368.00	525,367.97	0.03	0.00%	525,368.00	525,367.97	0.03	0.00%	2,036,939.00
Total Expense:		1,686,670.00	1,601,937.47	84,732.53	5.02%	1,686,670.00	1,601,937.47	84,732.53	5.02%	14,334,950.00
Report Total:		-103,160.00	37,908.51	141,068.51		-103,160.00	37,908.51	141,068.51		4,162,350.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
July 31, 2025**

<u>RESERVE BALANCES</u>	Current Year as of 07/31/2025	Prior Year as of 07/31/2024
CAPITAL AND OPERATING RESERVE	\$16,868,332.41	\$11,524,158.34
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$17,118,332.41	\$11,774,158.34

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$3,158,767.81	\$1,410,881.66
CSP T & S ACCOUNT	\$546,588.08	\$665,281.69
MONEY MARKET (CARTER HILL - DN TANK FINANCING)	\$5,804,848.92	\$19,809.38
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$7,607,327.60	\$9,677,385.61
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$17,118,332.41	\$11,774,158.34

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

**COASTSIDE COUNTY WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
FISCAL YEAR TO DATE 2025/2026 - July 2025**

8/12/2025

7/31/2025

* Approved June 2025

Status	Approved* CIP Budget FY25/26	Actual To Date FY25/26	Projected FY25/26	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000		\$ 50,000	\$ -	n/a	
99-02	Vehicle Fleet Replacement	ongoing	\$ 50,000		\$ 50,000	\$ -	100%	Vehicle order approved 7.2025

Facilities & Maintenance

09-09	Fire Hydrant Replacement	ongoing	\$ 140,000	\$ 5,152	\$ 140,000	\$ -	4%	
23-13	Pilarcitos Canyon Culvert Replacement	in design	\$ 100,000		\$ 100,000	\$ -	0%	
99-01	Meters	ongoing	\$ 10,000		\$ 10,000	\$ -	n/a	

Pipeline Projects

14-01/23-10	Highway 92 Potable Water Pipeline Emergency Restoration Project	Construction	\$ 700,000	\$ 117,574	\$ 700,000	\$ -	100%	
21-01	Pipeline Replacement Projects: Alcatraz and Santa Cruz Aves/Redondo Beach Loop/Ocean Colony	In design	\$ 100,000		\$ 100,000	\$ -	0%	
21-09	Upper Miramar Pipeline Replacement	In design	\$ 50,000		\$ 50,000	\$ -	0%	

Pump Stations / Tanks / Wells

21-07	Carter Hill Tank Improvement Project	Construction	\$ 9,000,000	\$1,478,839	\$ 9,000,000	\$ -	18%	
19-01	El Granada #1 Tank Site Pump Station Replacement Project	Design	\$ 100,000		\$ 100,000			
25-02	Upper Pilarcitos Well Field Replacements	Ready for Bid	\$ 2,000,000	\$ 15,000	\$ 2,000,000	\$ -	0%	
19-05	Tanks - THM Control	Ongoing	\$ 200,000		\$ 200,000	\$ -	100%	

Water Supply Development

14-25	San Vicente/Denniston Water Supply Development	ongoing	\$ 2,200,000	\$ 16,433	\$ 2,200,000	\$ -	n/a	
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Water Treatment Plants

23-06	Sedimentation Basin Rehabilitation	TBD	\$ 250,000		\$ 250,000	\$ -	0%	
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UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2025/2026

25-05	Potable Water Master Plan	Feasibility		\$ 15,000	\$ 170,000			
NN-00	Unscheduled CIP		\$ 100,000		\$ 100,000	\$ -	0%	

FY2025/2026 CIP TOTAL	\$ 15,050,000	\$1,647,999	\$ 15,220,000	\$ -
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FY2024/2025 CARRYOVER PROJECTS	\$ -	\$ -	\$ -	\$ -
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Green = approved by the Board/in process

TOTAL - FY 2025/2026 CIP + PRIOR YEAR CARRYOVER	\$ 15,050,000	\$1,647,999	\$ 15,220,000	\$ -
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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
Aug-24	6,663			267	10,550	2,359	134				19,972
Sep-24	4,904				25,059	2,448	935		223		33,567
Oct-24	2,848			589	21,488	12,683	134				37,741
Nov-24	5,365				9,041	24,680	757				39,842
Dec-24	15,547			267	3,649	8,811	89				28,363
Jan-25	5,029			767	4,628	4,228	579				15,229
Feb-25	12,041			769	3,999	7,115	1,256				25,179
Mar-25	7,347	977		1,049	233		698				10,303
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
TOTAL	87,752	1,488	0	7,698	80,404	70,759	5,788	0	223	2,884	256,993

Calcon T&M Projects Tracking
7/31/2025

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Billings FY2024-2025
FY 2024-2025 Open Projects:						
Open Projects - Subtotal						\$0.00
Other: Monthly Maintenance						
Tanks						
Crystal Springs Maintenance						
Nunes Maintenance						\$ 72,161.57
Denniston Maintenance						\$ 6,420.00
Distribution System						\$ 38,843.41
Wells						
Cellular Telemetry						\$ 2,953.17
Subtotal Maintenance						\$ 120,378.15
FINAL TOTAL FY 2024/2025						\$120,378.15

EKI Environment & Water
Engineering Services Billed FY 2022-2023 to FY 2024-2025

7/31/2025

(Final FY2024-2025 - includes June 2025 invoices received after June 30)

	Contract Date	Not to Exceed Budget	Status	FY2022-2023	FY 2023-2024	FY 2024-2025
CIP Project Management						
Fiscal Year 2021-2022 - Non-Complex Main line Extension Services	10.15.2021	\$ 25,000.00	Complete	\$ 10,438.74	\$ 4,201.34	
Fiscal Year 2023-2024 - Non-Complex Main line Extension Services		\$ 25,000.00	Complete		\$ 11,801.40	\$ 13,840.06
Fiscal Year 2024-2025-Capital Improvement Management	1.9.2024	\$ 100,000.00	Complete		\$ 62,469.90	\$ 37,520.86
Fiscal Year 2024-2025-Capital Improvement Management	10/9/2024	\$ 100,000.00	Open			\$ 77,991.67
Fiscal Year 2022-2023 - Capital Improvement Management	4.20.2022	\$ 117,000.00	Complete	\$ 71,198.60	\$ 34,038.14	
Fiscal Year 2022-2023 - Emergency Engineering Services	2.10.2023	\$ 28,000.00	Complete	\$ 26,164.58		
Fiscal Year 2022-2023 - Emergency FEMA Grant Application		\$ 15,000.00	Complete	\$ 16,568.76		
Sub Total - CIP Project Management Services		\$ 410,000.00		\$ 124,370.68	\$ 112,510.78	\$ 129,352.59

Highway 92 Potable Water Pipeline Phase 1 (2023)	14-01	6.13.2023	\$ 135,400.00	Open	\$ 22,894.82	\$ 70,887.84	\$ 31,148.61
Highway 92 Environmental Permitting - Emergency Restoration	23-10	3.15.2023	\$ 73,800.00	Open	\$ 321.36	\$ 47,121.55	\$ 19,833.49
Highway 92 - Environmental Permitting Strategies	23-10	5.24.2023	\$ 29,700.00	Complete		\$ 28,207.05	
Highway 92 Potable Water Pipeline Emergency Geotechnical	23-10	3.3.2023	\$ 63,400.00	Open	\$ 52,946.71		
Highway 92 Potable Water Pipeline Emergency Restoration-Design	23-10	3.15.2023	\$ 247,600.00	Open	\$ 55,017.03	\$ 125,635.28	\$ 43,473.18
Highway 92 Potable Water Pipeline Future Phases Geotechnical	14-01	3.3.2023	\$ 54,200.00	Open	\$ 26,884.03	\$ 23,313.72	
Highway 92 Engineering Services During Construction	14-01	1.8.2025	\$ 166,700.00	Open			\$ 83,484.07
Miramonte Point Road Water Main Replacement	22-01	7.14.2021	\$ 177,300.00	Open	\$ 46,900.62		
Medio Creek and Magellan Pipeline/Miramar Deadends Design	22-07	3.15.2023	\$ 138,900.00	Open	\$ 39,015.39	\$ 50,313.73	\$ 7,782.58
EG Tank #1 - Pre-design for New Pump Station	19-01	6.13.2023	\$ 25,000.00	Open	\$ 1,046.76	\$ 23,917.66	
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
Pilarcitos Wellfield Replacement Project	25-02	10.9.2024	\$ 378,300.00	Open			\$ 279,724.08
Pilarcitos Wellfield & Slide Repair Environmental Services	25-02/23-13		\$ 268,760.00	Open			\$ 36,196.64
Potable Water Storage Master Plan			\$ 170,400.00	Open			\$ 2,315.30
SFPUC Pilarcitos Dam and Reservoir Improvement Project	5382	10.9.2024	\$ 18,000.00	Open			\$ 6,913.66
Pilarcitos Creek Road Bank Stabilization Project	23-13	10.9.2024	\$ 44,800.00	Open			\$ 49,419.93
San Vicente Pipeline Project - Phase A	14-25	1.7.2025	\$ 82,200.00	Open			\$ 27,017.20
Highway 92 - 2017 Easements Land Description Packages	14-01	8.18.2023	\$ 14,000.00	Complete		\$ 14,000.00	
Medio Crossing-Alternatives Evaluation for Pipeline Replacement	22-07	4.25.2022	\$ 20,400.00	Complete	\$ 13,419.12		
Poplar Street Water Main Replacement Project	23-02	10.3.2022	\$ 29,200.00	Complete	\$ 22,944.36	\$ 6,199.05	
Grandview Crossing at Hwy 1	20-08	2.9.2021	\$ 156,500.00	Complete	\$ 32,891.30		
Grandview Crossing at Hwy 1 - Construction Management Services	20-08	9.16.2022	\$ 132,800.00	Complete	\$ 106,755.71		
Pilarcitos Creek Crossing Water Main Replacement Design	13-02	7.14.2020	\$ 99,900.00	Complete	\$ 28,025.40		
Pilarcitos Creek Crossing Water Main Replacement Field Surveys/Land Descriptions	13-02	9.13.2022	\$ 28,600.00	Complete	\$ 4,681.04		
Highway 92 Potable Water Pipeline Replacement Project Design	14-01	7.2.2021	\$ 24,800.00	Complete	\$ 6,631.56		

Total - All Services

\$ 584,745.89 \$ 560,715.86 \$ 789,528.63

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, July 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, Chris Mickelsen, and Director John Muller.

President Reynolds stated he was participating remotely (via Zoom by video and audio) pursuant to the just cause basis under AB2449 because he was caring for an elderly parent. He also stated that there was no one over 18 in the room with him.

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, Sean Donovan, Water Treatment Plant Operations Manager, Cathleen Brennan, Water Resources Analyst, Nancy Trujillo, Utility Billing/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 June 30, 2025:
Claims: \$ 1,872,005.55; Payroll: \$ 232,014.89 for a total of \$ 2,104,020.44
June 2025 Monthly Financial Claims reviewed and approved by Director Muller
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 10, 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 – June 2025

- G. Leak/Flushing Report – June 2025
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – May 2025
- J. California Special Districts Association (CSDA) – 2026 Board Election – Bay Area Network, Seat B
- K. Notice of Acceptance – Creekside Court Subdivision Utility System

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

ON MOTION BY Director Coverdell and seconded by Vice President Feldman, 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 commented about the lakes and dams in the Sierra Mountains being full.

6) GENERAL BUSINESS

A. Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Procure a New Ford F150 4x4 Crew Cab Pickup from Serramonte Ford, Inc.

Ms. Rogren summarized that the District budgets annually for vehicle replacements as part of the Capital Improvement Program. Staff obtained three quotes for a Ford F150 4x4 Crew Cab which all reflect government fleet pricing. Serramonte Ford had the lowest of the three quotes at \$48,430 including sales tax and all applicable fees.

ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted by roll call vote to waive the procedural requirements for sealed competitive bids and authorized the General Manager to procure a new Ford F150 4X4 Crew Cab pickup from Serramonte Ford, Inc. for a not-to-exceed amount of \$48,430.

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

B. Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Enter Into a Contractual Agreement with Andreini Bros., Inc. for the Replacement of the Main Inlet Pipeline and Two 16" Valves at the Carter Hill Tank Site

At this time, President Reynolds recused himself and was put into a Zoom Waiting Room for the rest of the discussion of this item as he currently rents property from the principals of Andreini Bros., Inc.

Ms. Rogren summarized that staff has identified an opportunity to replace 110 feet of 16" ductile iron pipe, and two 16" valves that currently feed the HMB tank 3 inlet pipe. This pipe and valves were originally installed as part of the 1980 Nunes Water Treatment Plant Project and are located in the roadway next to the Carter Hill tanks. As part of the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project, staff proposes that a portion of the 16" pipe and the two valves be removed and replaced. Given the age of the pipeline and valves, staff and the District's engineer for this project recommend replacing another 110 foot section of the 16" pipe that extends uphill from the new tank under construction to Tank 3 as well as replacing the two 16" valves.

This project was not originally in the scope of the Carter Hill tank project, however given that the sub-contractor (Andreini Bros. Inc.) is already mobilized and trenching at the site, by doing this work now, the District will save future construction costs including remobilization and without having to cut into the newly refurbished concrete base road that is part of the current Carter Hill tank project. Once completed, the new pipeline and valves will not only serve as the inlet for the new DN Prestressed Concrete Tank but will also serve as the future connection for the Tank 3 replacement.

ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to waive the procedural requirements for sealed competitive bids and authorize the General Manager to enter into a contractual agreement with Andreini Bros., Inc. for the replacement of the main inlet pipeline and two 16" valves at the Carter Hill Tank Site at a not-to-exceed price of \$161,078.

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

President Reynolds was admitted back into the Zoom Meeting after this item concluded.

C. Fiscal 2024-2025 Year-End Financial Results - Preliminary.

Mr. Schneider summarized the preliminary results of the Fiscal Year ending June 30, 2025. He reviewed the revenue and expense highlights, cash reserves, and Capital Improvement Program spending.

D. Approval of Amended Salary Schedule for Fiscal Year 2025-2026 and Updated Organization Chart to Add a New Job Classification, "Treatment/Distribution Operator – Lead (Assigned to Distribution)"

Mr. Schneider summarized that when the new Water Distribution Operations Manager was reviewing the organization chart, he identified a need to appoint a "Lead" Treatment/Distribution Operator from the field staff. While the Distribution Supervisor and Senior Distribution Operator are increasingly focused on data management, regulatory reporting and cross connection/backflow oversight activities, there remains the need in the field to lead, train and direct the work of new field operators. This new job classification does not include an addition to headcount, rather one of the current operators will be assigned this position.

ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to approve the amended Salary Schedule for FY2025-26 and updated Organization Chart that includes the addition of a new Job Classification, "Treatment/Distribution Operator – Lead (Assigned to Distribution)".

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

E. Consider Approval of Resolution 2025-05 Amending Conflict-of-Interest Code.

Ms. Rogren stated that the Superintendent position was removed from the Conflict-of-Interest Code and the Water Treatment Operations Manager and Water Distribution Operations Manager positions were added.

ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted by roll call vote to adopt Resolution No. 2025-05, a Resolution of the Board of Directors of the Coastside County Water District amending its Conflict-of-Interest Code.

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

President Reynolds

Aye

F. Consider Approval of Resolution 2025-06 Establishing Appropriations Limit Applicable to District During Fiscal Year 2025/2026.

Article XIIB of the California Constitution, and its implementing legislation, requires each local agency to review the appropriations limit applicable to it annually. The appropriations limit is the maximum amount of proceeds of taxes which the District can appropriate during the fiscal year.

ON MOTION BY Director Mickelsen and seconded by President Reynolds, the Board voted by roll call vote to approve Resolution No. 2025-06 establishing appropriations limit applicable to District during Fiscal Year 2025/2026.

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

G. Rescheduling of the November 11, 2025, Coastside County Water District Regular Board of Directors Meeting in Recognition of the Veterans Day Holiday.

Ms. Rogren explained that the regularly scheduled November 11, 2025, Board of Directors meeting falls on the Veterans Day holiday this year. Staff propose that this meeting be rescheduled to Wednesday, November 12, 2025, in recognition of the Veterans' Day holiday.

ON MOTION BY President Reynolds and seconded by Director Muller, the Board voted by roll call vote to approve to reschedule the November 11, 2025, Coastside County Water District Regular Board of Directors Meeting to Wednesday, November 12, 2025, in recognition of the Veterans Day Holiday.

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

H. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #9

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

7) **MONTHLY INFORMATIONAL REPORTS**

A. **Operations Report**

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

B. **Water Resources Report**

- Staff submitted the Annual Water Supply and Demand Assessment report to the California Department of Water Resources on June 12, 2025.
- Ms. Brennan reported that the 2024 Consumer Confidence Report (CCR) Annual Water Quality Report has been posted. The drinking water delivered to customers met all U.S. EPA and California drinking water standards in calendar year 2024. A postcard was mailed to District customers and delivered on June 25, 2025.

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

There were no requests for future agenda items.

9) **ADJOURNMENT - Board Meeting Adjourned at 8:01 p.m.**

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors

FY 2025 / 2026

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

[illegible]

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		0.00
SEPT						0.00		0.00
OCT						0.00		0.00
NOV						0.00		0.00
DEC						0.00		0.00
JAN						0.00		0.00
FEB						0.00		0.00
MAR						0.00		0.00
APR						0.00		0.00
MAY						0.00		0.00
JUN						0.00		0.00
TOTAL	0.00	17.60	0.00	26.99	11.50	56.09	4.04	52.05
% MONTHLY TOTAL	0.0%	31.4%	0.0%	48.1%	20.5%	100.0%	7.2%	92.8%
% ANNUAL TO DATE TOTAL	0.0%	31.4%	0.0%	48.1%	20.5%	100.0%	7.2%	92.8%

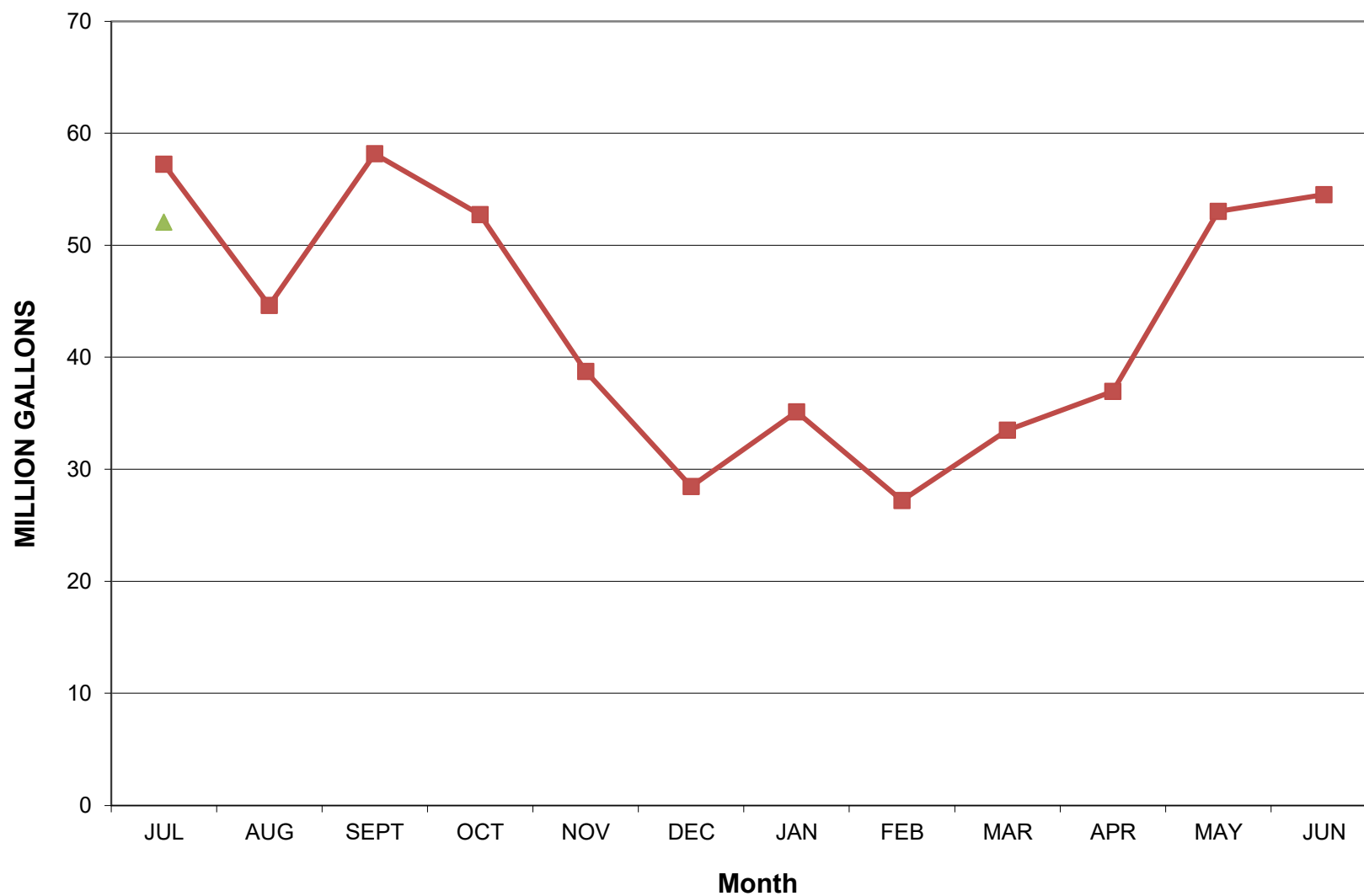
CCWD vs SFPUC- month 31.4%

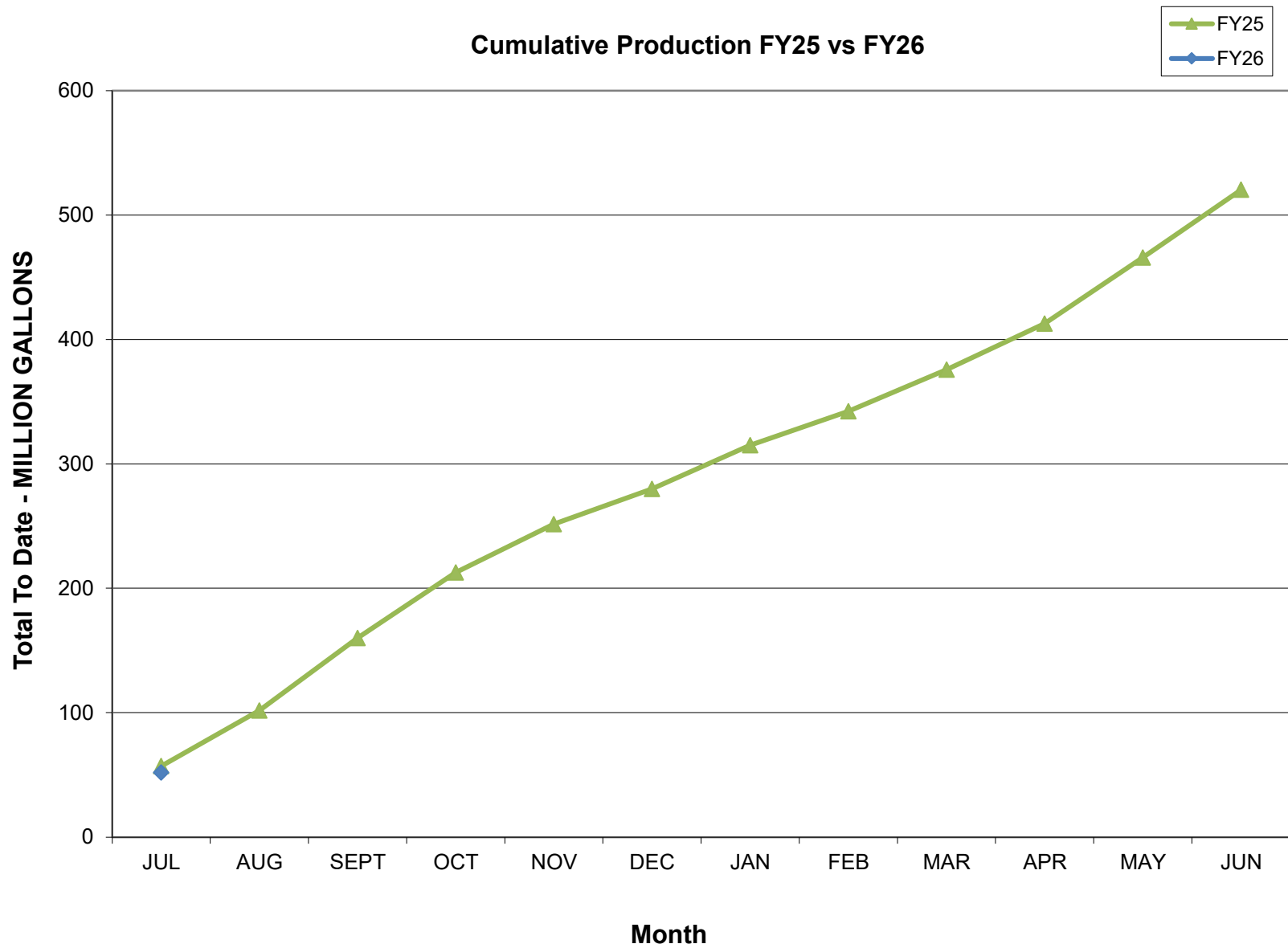
CCWD vs SFPUC- annual 31.4%

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





Coastside County Water District Monthly Sales By Category (MG) FY2026

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	26.41												26.41
COMMERCIAL	2.98												2.98
RESTAURANT	1.60												1.60
HOTELS/MOTELS	2.80												2.80
SCHOOLS	0.54												0.54
MULTI DWELL	2.62												2.62
BEACHES/PARKS	0.59												0.59
AGRICULTURE	1.41												1.41
RECREATIONAL	0.25												0.25
MARINE	0.32												0.32
RES. IRRIGATION	1.76												1.76
DETECTOR CHECKS	0.01												0.01
NON-RES. IRRIGATION	2.39												2.39
RAW WATER	9.46												9.46
PORTABLE METERS	0.25												0.25
CONSTRUCTION	0.21												0.21
TOTAL - MG	53.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.59

Non Residential Usage	27.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Running 12 Month Total	517.94												
12 mo Residential	282.80												
12 mo Non Residential	235.15												

FY2025

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	27.94	27.90	26.65	25.55	24.43	21.77	20.74	18.48	19.36	20.52	24.51	26.49	284.32
COMMERCIAL	3.21	3.18	2.97	3.01	3.02	2.75	2.53	2.34	2.45	2.57	2.76	2.75	33.55
RESTAURANT	1.83	1.85	1.63	1.67	1.53	1.27	1.43	1.15	1.38	1.47	1.65	1.65	18.51
HOTELS/MOTELS	2.65	3.14	2.75	2.54	2.44	2.03	2.10	1.84	1.89	2.15	2.41	2.57	28.50
SCHOOLS	0.77	0.70	0.80	0.63	0.36	0.23	0.14	0.21	0.17	0.20	0.29	0.65	5.15
MULTI DWELL	2.72	2.77	2.73	2.52	2.45	2.31	2.26	2.05	2.22	2.40	2.53	2.68	29.64
BEACHES/PARKS	0.85	0.99	0.82	0.48	0.35	0.16	0.21	0.13	0.15	0.21	0.25	0.56	5.16
AGRICULTURE	1.92	2.15	2.19	2.07	1.60	1.30	1.19	1.28	1.96	1.78	1.47	1.43	20.34
RECREATIONAL	0.23	0.25	0.25	0.26	0.30	0.31	0.31	0.28	0.19	0.20	0.23	0.24	3.07
MARINE	0.36	0.38	0.36	0.34	0.29	0.29	0.39	0.28	0.24	0.23	0.29	0.31	3.75
RES. IRRIGATION	1.65	1.68	1.51	1.24	1.07	0.24	0.16	0.25	0.33	0.30	0.97	1.66	11.06
DETECTOR CHECKS	0.02	0.03	0.02	0.01	0.01	0.01	0.01	0.00	0.01	0.00	0.00	0.00	0.14
NON-RES. IRRIGATION	2.48	1.52	3.54	2.25	0.94	0.20	0.13	0.11	0.10	0.14	1.61	4.16	17.17
RAW WATER	4.20	4.98	6.48	7.25	4.17	2.63	0.00	3.23	0.00	2.90	8.31	5.68	49.82
PORTABLE METERS	0.34	0.46	0.32	0.34	0.32	0.07	0.07	0.08	0.06	0.09	0.19	0.27	2.61
CONSTRUCTION	0.38	0.37	0.29	0.27	0.26	0.23	0.21	0.20	0.21	0.21	0.23	0.23	3.11
TOTAL - MG	51.55	52.35	53.31	50.44	43.54	35.82	31.87	31.89	30.73	35.39	47.71	51.32	515.90

Running 12 Month Total	515.90
12 mo Residential	284.32
12 mo Non Residential	231.58

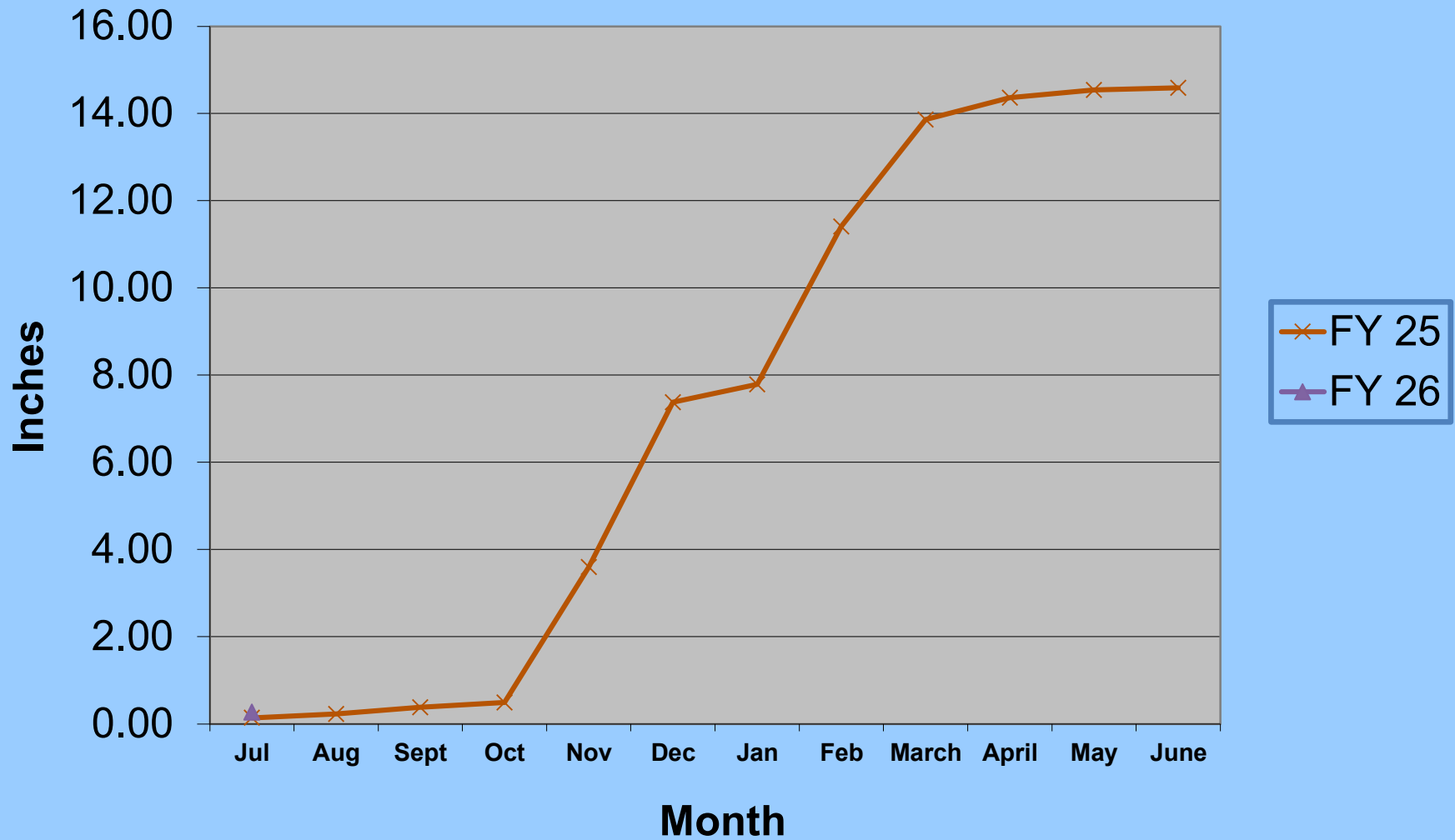
MONTH		July-25									
Coastside County Water District Monthly Discharge Report											
EMERGENCY MAIN AND SERVICE REPAIRS											
C o u n t	Date Reported Discovered	Time Reported	Date Repaired	Time Repaired	Estimated Duration of Leak	(Identifier) Location	Estimated Water Volume Loss (MG)	Class 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	0.009
Reservoir Cleaning	0.000
Automatic Blowoffs	0.162
Dewatering Operations	0.000
Other (includes flow testing)	0.000
DISCHARGES GRAND TOTAL (MG)	
0.171	

Nunes
Rainfall in Inches

[illegible]

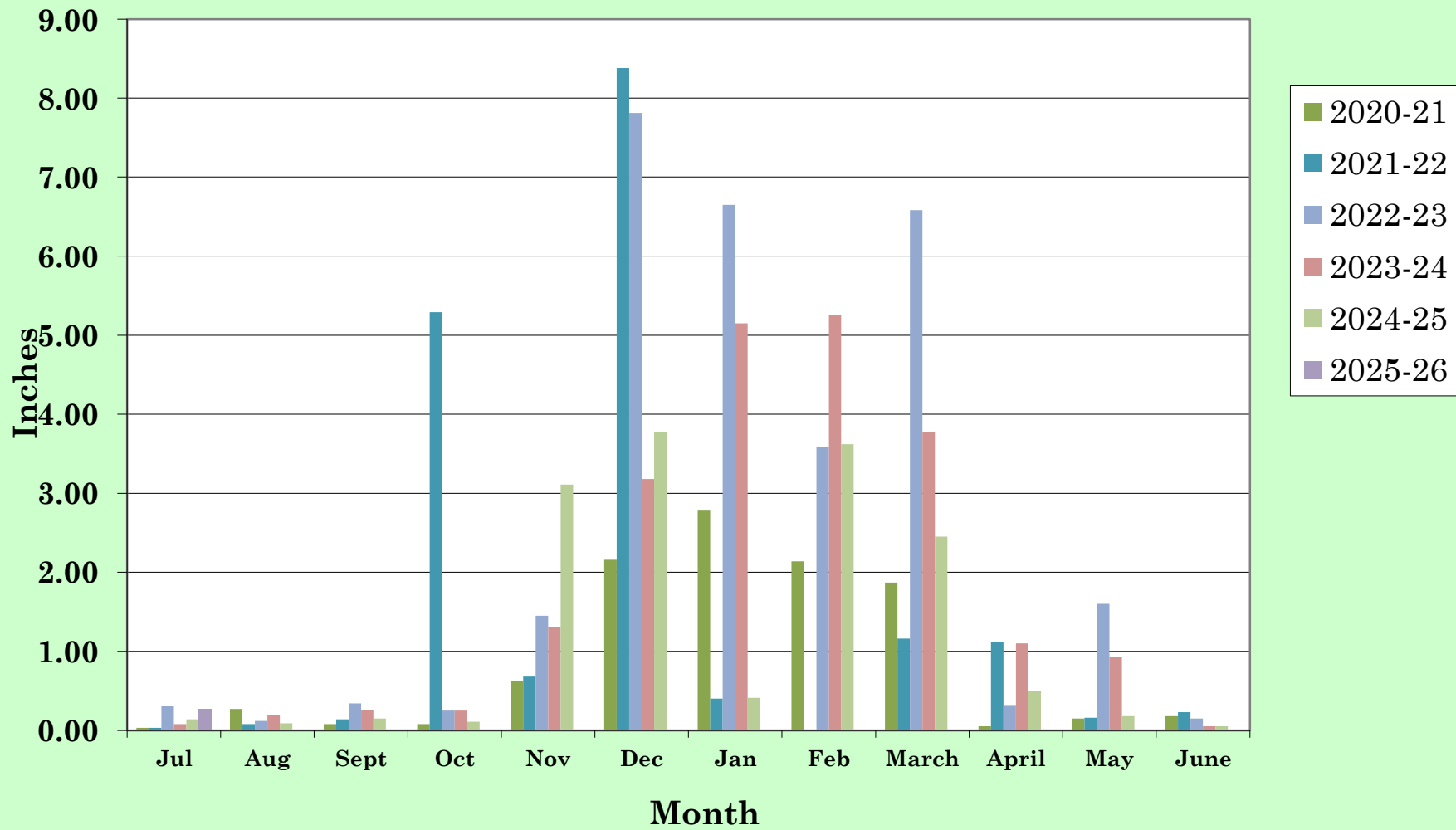
Rainfall Total Comparison Fiscal Years 2025-26 vs. 2024-25



Coastside County Water District

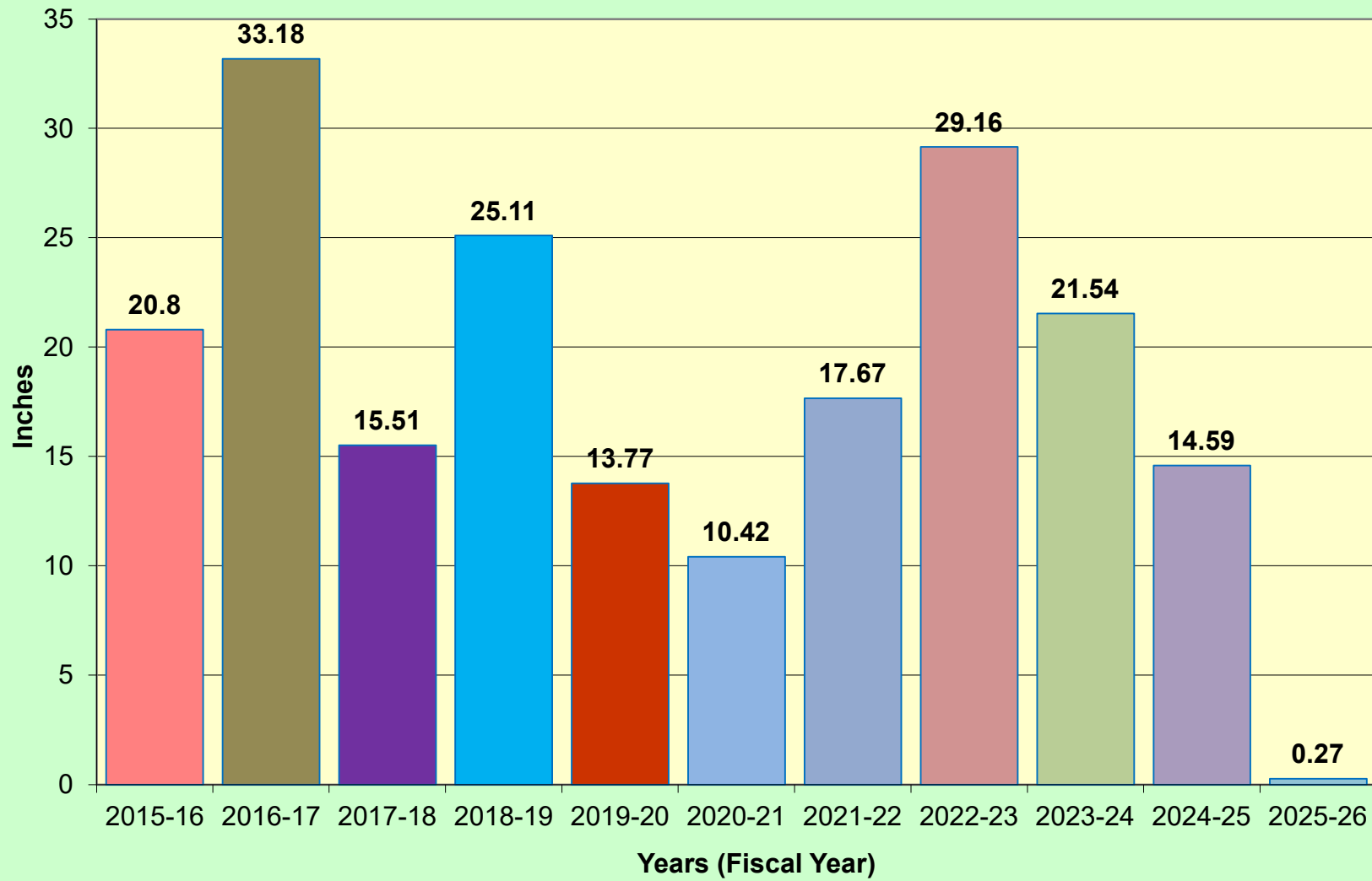
Rainfall by Month

Fiscal Years 2021 - 2026



Rain Totals

Fiscal Years 2016- 2026



San Francisco Public Utilities Commission

Hydrological Conditions Report

June 2025

B. Barry, C. Graham, R. Walters, H. Forrester
Prepared July 1, 2025



Suncups on a remnant snowfield in the Upper Tuolumne River Watershed (above). Sustained dry conditions and diminished snow cover resulted in below-normal inflow to Hetch Hetchy Reservoir in June.

System Storage

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

Table 1. Current System Storage as of July 1, 2025							
	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	359,178		360,360		1,182		100%
Cherry Reservoir ²	265,822		273,345		7,523		97%
Lake Eleanor ³	26,726		27,100		374		99%
Water Bank	570,000		570,000		0		100%
Tuolumne Storage	1,221,726		1,230,805		9,079		99%
Local Bay Area Storage							
Calaveras Reservoir	77,484	25,248	96,670	31,500	19,186	6,252	80%
San Antonio Reservoir	49,345	16,079	52,506	17,109	3,161	1,030	94%
Crystal Springs Reservoir	43,486	14,170	68,743	22,400	25,257	8,230	63%
San Andreas Reservoir	16,173	5,270	18,898	6,158	2,725	888	86%
Pilarcitos Reservoir	1,912	623	3,118	1,016	1,206	393	61%
Total Local Storage	188,400	61,390	239,936	78,183	51,536	16,793	79%
Total System	1,410,126		1,470,741		60,615		96%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flashboards installed.

³ Maximum Lake Eleanor storage with flashboards installed.

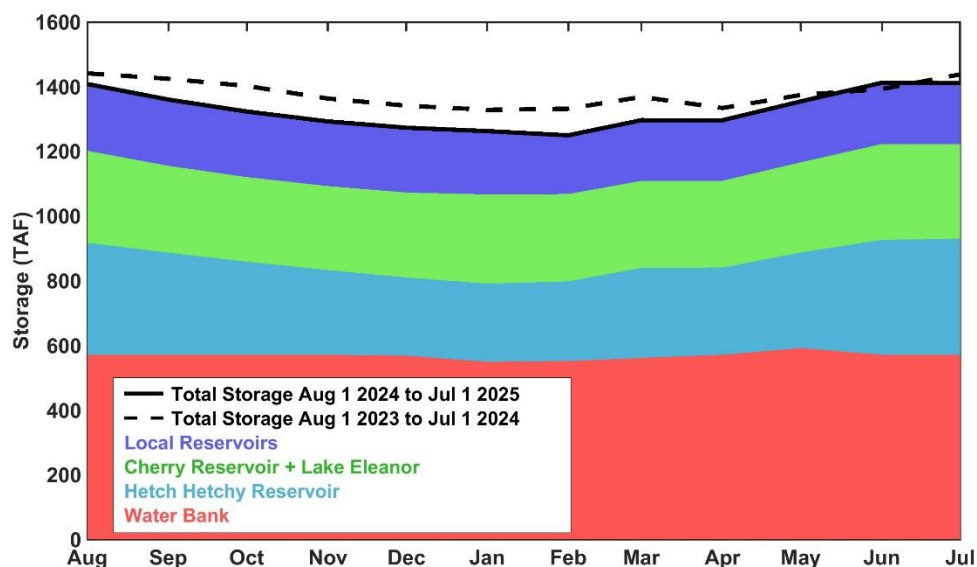


Figure: Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The June 2025 six-station precipitation index was 0.02 inches, which is 8% of the 1991-2020 June median.

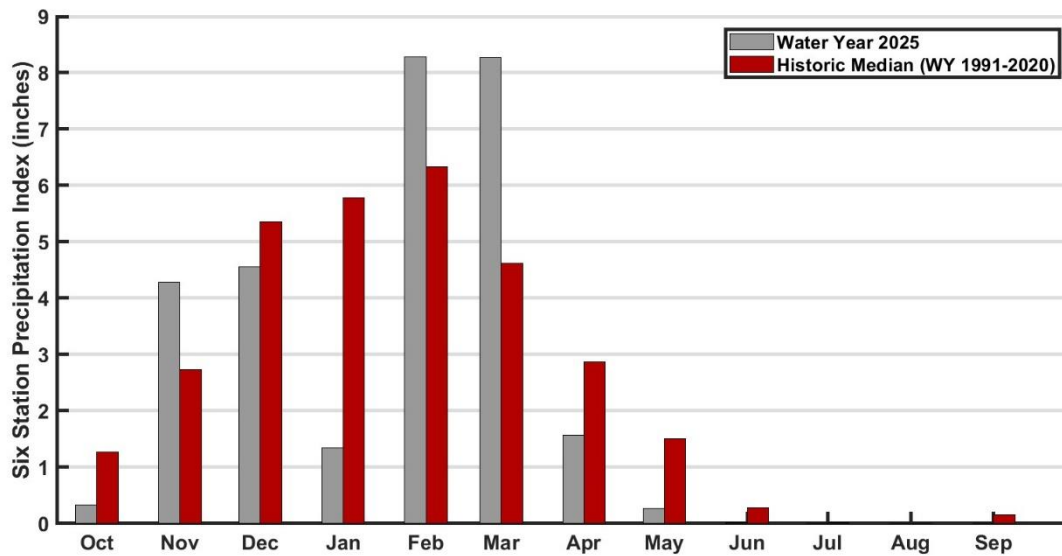


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians as of July 1. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: The cumulative six-station precipitation index for Water Year (WY) 2025 is 28.75 inches, which is 94% of the median to-date. The Hetch Hetchy Weather Station received 0.0 inches of precipitation in June resulting in a total of 29.59 inches for WY 2025, or 88% of WY to-date median. The cumulative WY 2025 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

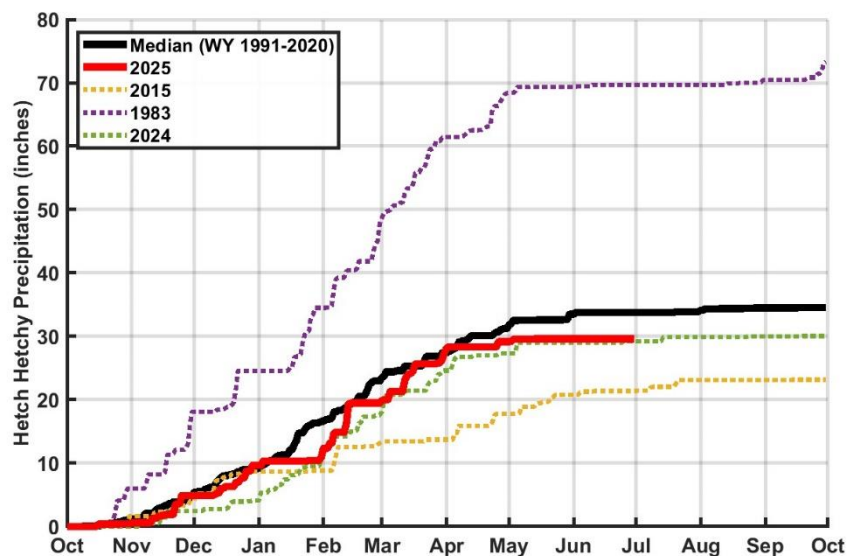


Figure 3: Water Year 2025 cumulative precipitation measured at Hetch Hetchy Weather Station as of July 1. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2025 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for June 2025 and Water Year 2025 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
* All flows are in acre-feet	June 2025				October 1, 2024 through June 30, 2025			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	107,143	181,026	202,116	53%	539,808	668,477	667,966	81%
Inflow to Cherry Reservoir and Lake Eleanor	33,901	68,110	87,914	39%	366,176	454,997	470,725	78%
Tuolumne River at La Grange	157,184	293,374	342,626	46%	1,300,268	1,590,856	1,770,381	73%
Water Available to City	19,551	110,484	196,319	10%	378,561	578,466	807,406	47%

¹Hydrologic Record: 1991-2020

Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) were 245 MGD during June 1 – 26. A rate change to 248 MGD occurred on June 27.

Hetch Hetchy Reservoir power draft and stream releases totaled 103,210 acre-feet during the month of June. Required minimum instream release during June 1 – 14 was 189 cfs (Type A plus 64 cfs due to Canyon Tunnel flow being greater than 920 cfs); during June 15 – 30 it was 125 cfs (Type A). Required releases decrease to 110 cfs (Type B) in July.

Cherry Reservoir power draft and stream releases totaled 32,866 acre-feet during the month of June. Required minimum instream release was 5 cfs in June, increasing to 15 cfs in July.

Lake Eleanor stream releases totaled 5,189 acre-feet and Cherry-Eleanor pumping transfer totaled 4,106 acre-feet during the month of June. Required minimum instream release from April 15 through September 15 is 20 cfs.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant production rate for the month was 26 MGD. The Sunol Valley Water Treatment Plant production rate for the month was 6 MGD.

Regional System Water Delivery

The average June delivery rate was 225 MGD which is a 3.7% increase compared to the May delivery rate of 217 MGD.

Local Precipitation

The rainfall summary for June 2025 and Water Year 2025 is presented in Table 3.

Weather Station Location	June 2025		October 1, 2024 through June 30, 2025	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.01	8%	35.07	105%
Lower Crystal Springs Reservoir	0.00	0%	22.02	100%
Calaveras Reservoir	0.00	0%	18.36	102%

*Mean Period = WY 1991-2020

Snowpack, Water Supply and Planned Water Supply Management

Persistent dry conditions and receding snowpack resulted in below-normal runoff during the month of June (Figure 2, 3, and 5). Cumulative Water Available to the City (WAC) for June was 19,551 AF; Cumulative WAC for WY 2025 was 378,561 AF (Table 2, Figure 4). Little to no additional WAC is expected in WY2025 (Figure 6).

Hetch Hetchy Reservoir is drafting via SJPL deliveries, Moccasin Fish Hatchery flows and minimum instream releases. Cherry Reservoir is drafting via scheduled recreational releases from Holm Powerhouse and minimum instream releases. The Cherry-Eleanor Pumps are currently deactivated and expected to remain out of service through Labor Day. Lake Eleanor is drafting via minimum instream releases. Water Bank is expected to remain full as upcountry reservoir instream releases and recreational releases from Holm Powerhouse exceed inflows until this Fall.

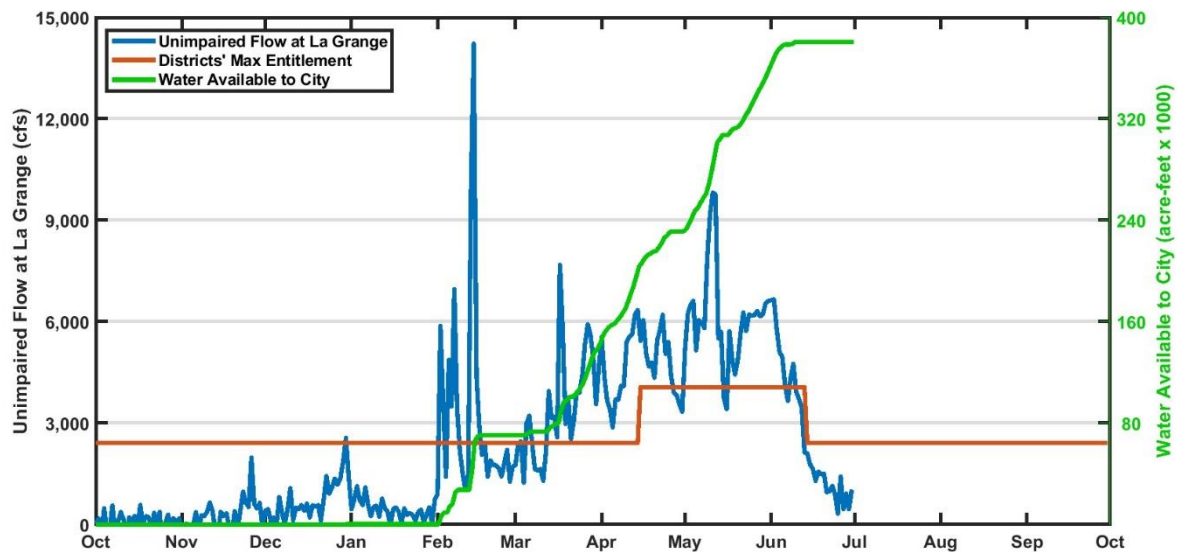


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

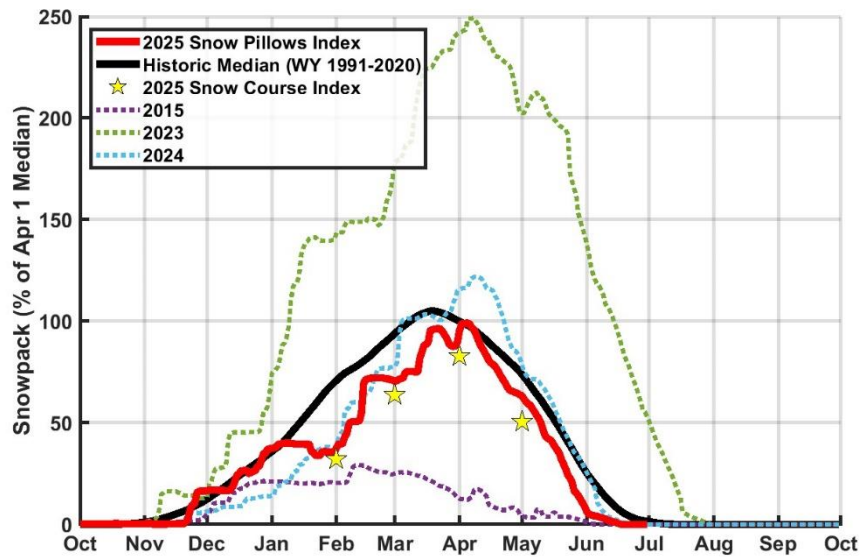


Figure 5: Current water year 10-Station Snow Pillows Index as of July 1 (red line), based on real-time snow water equivalent measurements in the Tuolumne Basin. Star indicates the average manual snow course measurements in the Tuolumne Watershed. Historic median, wet and dry years, and previous water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

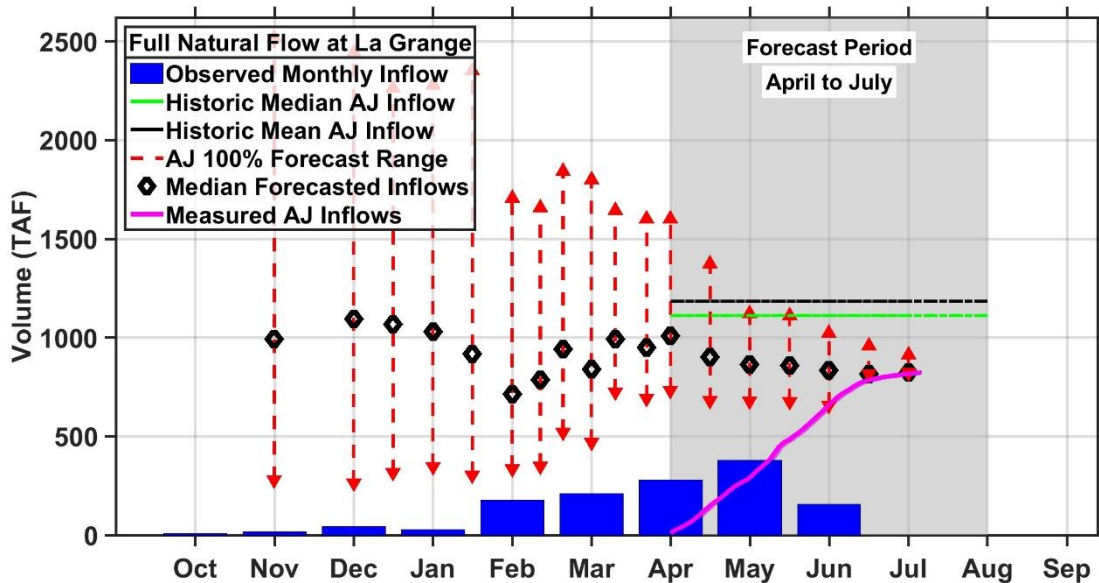


Figure 6: Water Supply Forecast Model of runoff (April to July) on the Tuolumne River at La Grange. This model is driven by precipitation from October to February, and by snow survey data from February through June. The forecast range decreases as time passes due to reduced potential future precipitation.

San Francisco Public Utilities Commission

Hydrological Conditions Report

July 2025

B. Barry, C. Graham, R. Walters
Prepared August 1, 2025



Cascading waters of Cherry Creek just above the inlet to Cherry Reservoir. SFPUC maintains a stream gaging station in this reach for monitoring of real-time flow conditions.

System Storage

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

Table 1. Current System Storage as of August 1, 2025							
	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	337,356		360,360		23,004		94%
Cherry Reservoir ²	254,044		273,345		19,301		93%
Lake Eleanor ³	25,402		27,100		1,698		94%
Water Bank	570,000		570,000		0		100%
Tuolumne Storage	1,186,802		1,230,805		44,003		96%
Local Bay Area Storage							
Calaveras Reservoir	75,964	24,753	96,670	31,500	20,706	6,747	79%
San Antonio Reservoir	48,940	15,947	52,506	17,109	3,566	1,162	93%
Crystal Springs Reservoir	45,733	14,902	68,743	22,400	23,011	7,498	67%
San Andreas Reservoir	15,753	5,133	18,898	6,158	3,145	1,025	83%
Pilarcitos Reservoir	1,869	609	3,118	1,016	1,249	407	60%
Total Local Storage	188,259	61,344	239,935	78,183	51,676	16,839	78%
Total System	1,375,061		1,470,740		95,679		93%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flashboards installed.

³ Maximum Lake Eleanor storage with flashboards installed.

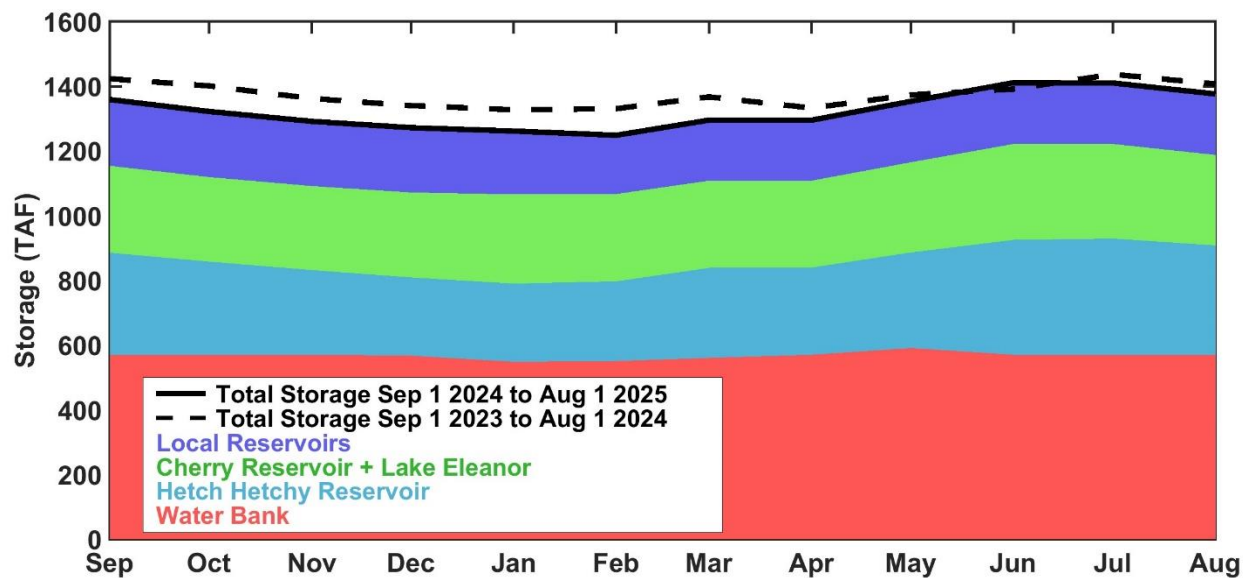


Figure 1: Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The July 2025 six-station precipitation index was 0.00 inches.

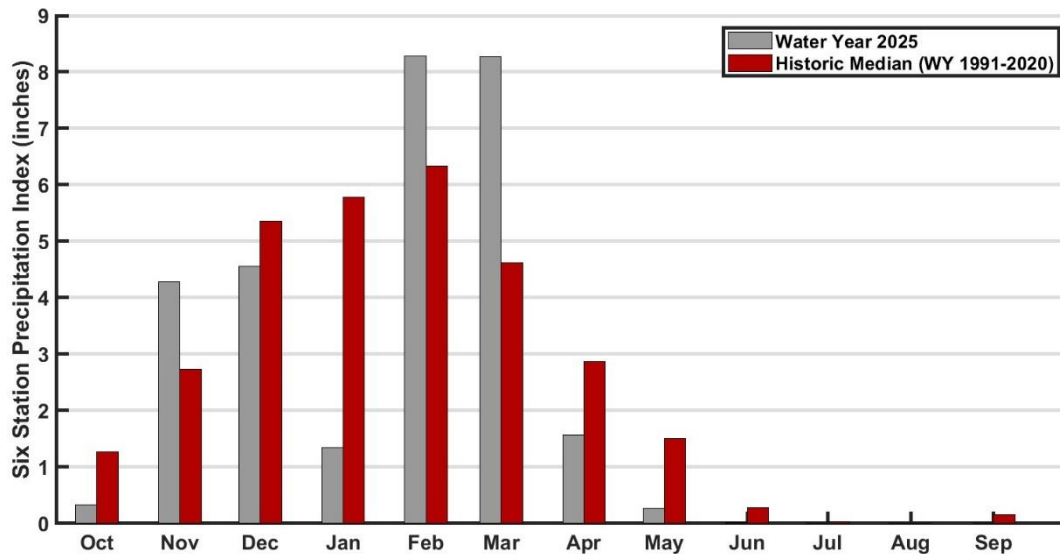


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians as of August 1. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: The cumulative six-station precipitation index for Water Year (WY) 2025 is 28.87 inches, which is 83% of the median to-date. The Hetch Hetchy Weather Station received 0.0 inches of precipitation in July resulting in a total of 29.59 inches for WY 2025, or 87% of the WY to-date median. The cumulative WY 2025 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

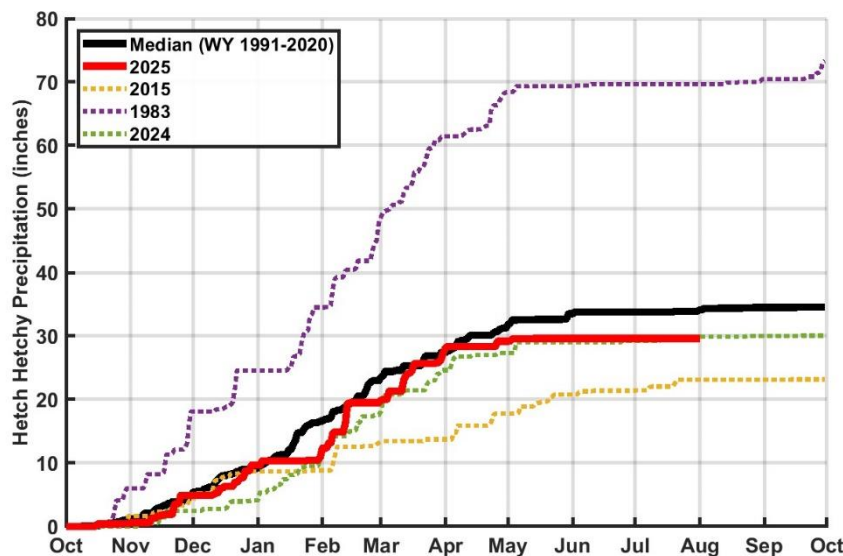


Figure 3: Water Year 2025 cumulative precipitation measured at Hetch Hetchy Weather Station as of July 1. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2025 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for July 2025 and Water Year 2025 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
* All flows are in acre-feet	July 2025				October 1, 2024 through July 31, 2025			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	9,102	29,426	78,013	12%	541,014	692,727	744,347	73%
Inflow to Cherry Reservoir and Lake Eleanor	1,587	10,474	31,067	5%	366,937	462,114	499,745	73%
Tuolumne River at La Grange	26,719	55,975	131,032	20%	1,326,988	1,636,705	1,900,776	70%
Water Available to City	0	653	61,127	0%	378,561	579,119	868,533	44%

¹Hydrologic Record: 1991-2020

Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) were 248 MGD July.

Hetch Hetchy Reservoir power draft and stream releases totaled 30,147 acre-feet during the month of July. Required minimum instream release during July was 110 cfs (Year Type B). The required minimum instream releases during August is also 110 cfs.

Cherry Reservoir power draft and stream releases totaled 12,996 acre-feet during the month of July. The required minimum instream release from Cherry Reservoir from July 1 until September 30 is 15 cfs.

Lake Eleanor stream releases totaled 1,333 acre-feet during the month of August. No water was transferred to Cherry Reservoir via the Cherry-Eleanor pumping station. Required minimum instream release from April 15 through September 15 is 20 cfs.

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 was online for two days and produced 34 MG.

Regional System Water Delivery

The average July delivery rate was 219 MGD which is a 2.7% decrease compared to the June delivery rate of 225 MGD.

Local Precipitation

The rainfall summary for July 2025 and Water Year 2025 is presented in Table 3.

Weather Station Location	July 2025		October 1, 2024 through July 31, 2025	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.09	900%	35.16	105%
Lower Crystal Springs Reservoir	0.03	300%	22.05	100%
Calaveras Reservoir	0.00	0%	18.36	102%

*Mean Period = WY 1991-2020

Snowpack, Water Supply and Planned Water Supply Management

Below-average air temperatures were present in the Tuolumne River Basin throughout much of July. Isolated mountain thunderstorm activity occurred at times, but none of the events produced measurable precipitation at HHWP weather stations. Seasonal snowpack has retreated from the mountains, with only patches remaining in very high, sheltered terrain. Inflows have receded to baseflow conditions at all upcountry reservoirs. Although 2025 snowpack was below normal, these relatively mild conditions have led to reservoir storages that are near normal for the time of year. No Water Available to the City (WAC) was observed in July (Figure 4), and no additional WAC is expected for the remainder of WY 2025.

Hetch Hetchy Reservoir is drafting via SJPL deliveries, Moccasin Fish Hatchery flows and minimum instream releases. Cherry Reservoir is drafting via scheduled recreational releases from Holm Powerhouse and minimum instream releases. Recreational releases will continue through Labor Day, after which Holm Powerhouse is expected to be scheduled offline due to a full Water Bank position. The Cherry-Eleanor Pumps are currently deactivated and expected to remain offline until the Fall. Lake Eleanor is drafting via minimum instream releases. Water Bank is expected to remain full until at least the beginning of Fall, as minimum stream releases and Holm power draft exceed Districts' Entitlements.

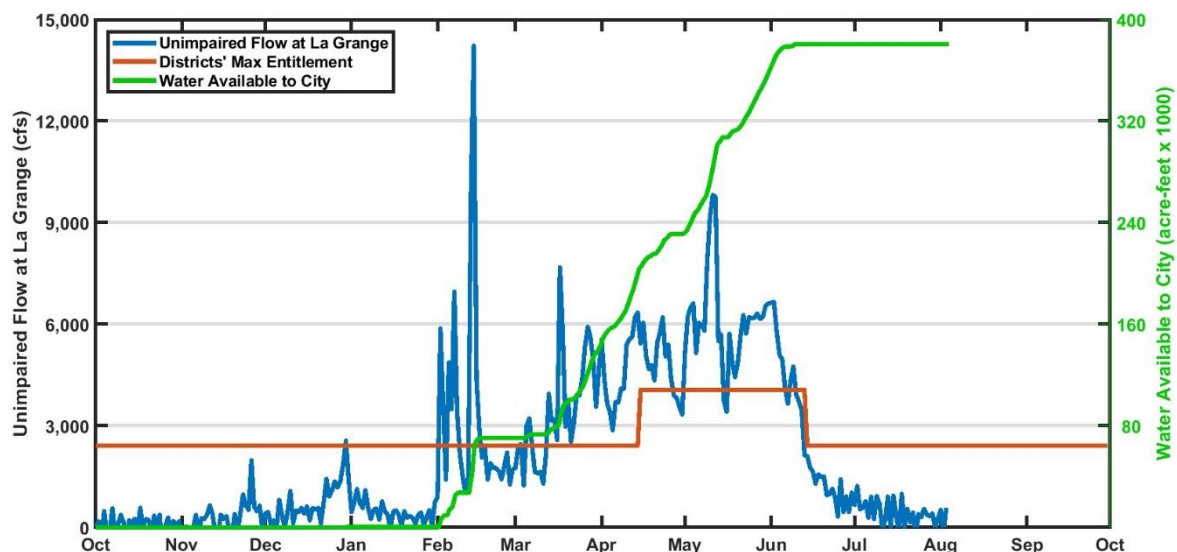


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

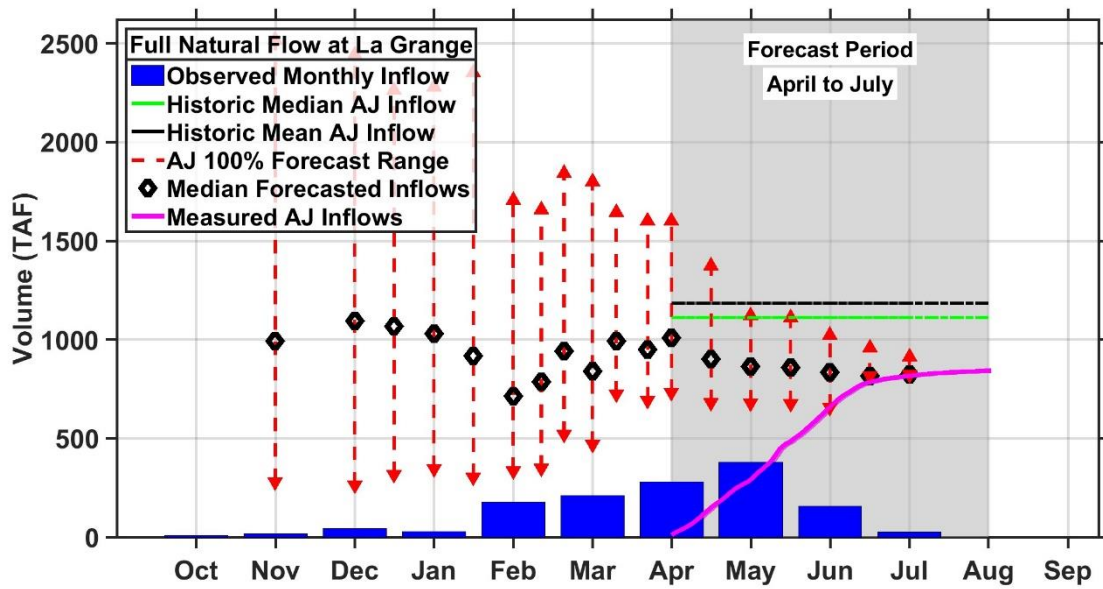


Figure 5: Water Supply Forecast Model of runoff (April to July) on the Tuolumne River at La Grange. This model is driven by precipitation from October to February, and by snow survey data from February through June. The forecast range decreases as time passes due to reduced potential future precipitation.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: August 12, 2025

Report Date: August 8, 2025

Agenda Title: Association of California Water Agencies (ACWA) Election of Board Officers and Region 5 Board Members for the 2026-2027 term.

Recommendation/Motion:

Authorize the District's Association of California Water Agencies (ACWA) Board Representative (Director Feldman) to cast the District vote for the ACWA 1) Board Officers of President and Vice President; and 2) Region 5 Chair, Vice-Chair, and Board members for the 2026-2027 term.

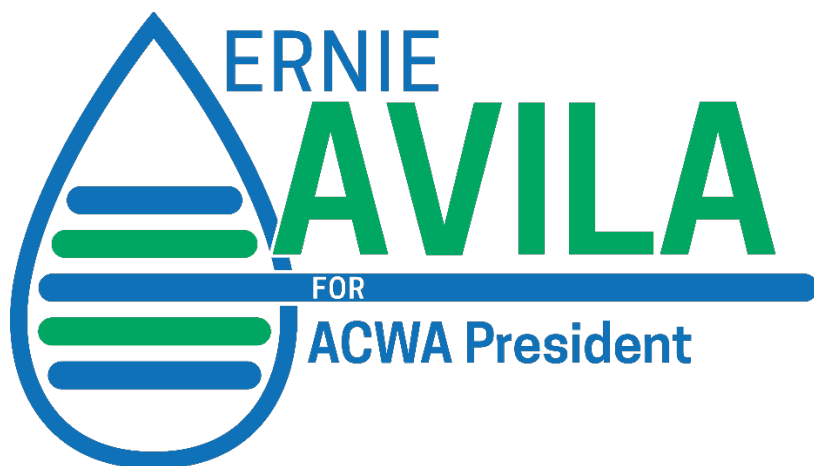
Background:

- ACWA has invited member agencies to elect the positions of President and Vice President of ACWA for the 2026-2027 (2-year) term. ACWA has sent out to the authorized voting representative, Director Feldman, a link to an electronic ballot for the President and Vice President elections.
- The Region 5 Board Ballot includes the Nominating Committee's Recommended Slate and those individual Board Candidate nominations. The District may vote either for the slate recommended by the Region 5 Nominating Committee or vote for the individual Region 5 Board Candidates. Director Feldman recommends that the District vote for the Nominating Committee's Recommended Slate. Upon approval, Director Feldman will submit the electronic ballot.

All votes for Board Officers and Region 5 Board are due by September 19, 2025.

Attachments:

- A. Candidates for ACWA President and Vice President
- B. Candidates for ACWA Region 5
- C. ACWA Ballot and Region 5 Nominating Committee Recommended Slate



“The Association of California Water Agencies (ACWA) truly represents the nexus of knowledge and leadership in water for California. As the current Vice-President of the Association of California Water Agencies (ACWA), I am most proud of the thought, energy and collaboration that went into developing the 2025-’29 Strategic Plan. I want to be the next ACWA President to continue the momentum we have built focusing on four primary goals of Advocacy, Connections, Education and Organizational Effectiveness. This Strategic Plan is about finding new ways to benefit the members of ACWA as we navigate the shifts in water policy at the state and federal level. My commitment is to unify our collective efforts and better assert ACWA’s leadership in shaping California’s water policy.”

– Ernesto (Ernie) Avila, P.E.

ACWA LEADERSHIP

- Vice-President
- Executive Committee of the ACWA Board of Directors
- ACWA Strategic Plan Task Force Chair
- ACWA Region 5 Board of Directors
- ACWA JPIA Executive Committee

ACWA COMMITTEES

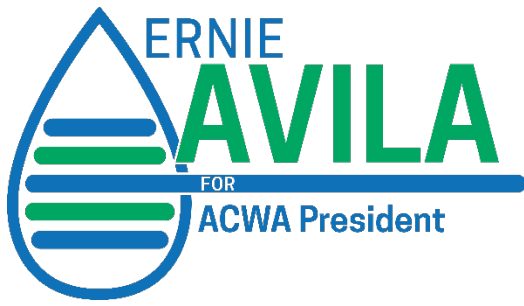
- Local Government Committee, Chair
 - Property Tax Working Group
 - Housing Densification Working Group
 - Paving Standards Working Group
- Federal Affairs Committee
- Foundation Fundraising Working Group

CONTRA COSTA WATER DISTRICT

- Contra Costa Water District, Board President
- Operations & Engineering, Committee Chair
- East Bay Leadership Council, Director

PROFESSIONAL EXPERIENCE

- Vice-President, Avila and Associates Consulting Engineers, Inc.
- Monterey Peninsula Water Management District, General Manager
- Director of Engineering, Contra Costa Water District
- California Urban Water Agencies, Executive Director



Ernesto (Ernie) Avila, PE
Board President
Contra Costa Water District

Recent ACWA and Regional Water Coalition Experience

Association of CA Water Agencies (ACWA). I have had the honor of supporting ACWA over twenty years at the regional, state and federal level. My recent ACWA experience has included serving on ACWA's:

- Vice President
- Executive Committee of the ACWA Board of Directors
- Strategic Plan Task Force Chair
- Region 5 Board of Directors
- ACWA JPIA Executive Committee of the Board
- Local Government Committee (Chair)
 - Property Tax Working Group
 - Housing Densification Working Group
 - Paving Standards Working Group
- Federal Affairs Committee
- Foundation Steering Committee
 - Foundation Fundraising Working Group



Most recently, I led ACWA's effort to develop the 2025 – 2029 Five-Year Strategic Plan. This work included revising ACWA's mission, vision and values followed by identifying four primary goals: Advocacy, Connections, Education and Organizational Effectiveness. This Plan will provide a framework to unify the ACWA community and better assert our leadership in shaping California Water Policy.

I led ACWA's assessment of potential water industry impacts associated with Sacramento-based housing initiatives including Auxiliary Dwelling Units, Commercial Properties and Transit Center Hubs and led a workshop to consider potential ACWA next steps associated with these new initiatives and their related changes to water agency fees and charges. I also participated in the ACWA Foundation Steering Committee including several related Ad Hoc committees and contributed to Federal Affairs Committee work groups associated with the Water Infrastructure Finance and Innovation Act (WIFIA).

Multi-State Salinity Coalition (MSSC). For over 20 years, I have served as Program Director and Board member of MSSC which consists over 30+ water agencies from New Mexico, northern and southern California, Nevada, Colorado, Arizona and Texas. The MSSC mission is to promote advancements in technologies for desalination, reuse, salinity control strategies (watersheds and agriculture), water/energy efficiencies and related policies that will assist communities in meeting their water needs. I also helped to establish relationships regarding salinity management and desalination with water agencies in Australia, Mexico and Israel. In February 2023, the MSSC awarded me with the **MSSC "Salt of**

the Earth” National Award for outstanding commitment, leadership, vision and dedication to our water industry.

Contra Costa Water District (CCWD). As President of CCWD, I am focused on the investments needed in infrastructure to serve our community and improve water supply reliability today and into the future. The aging Contra Costa Canal, built by the Bureau of Reclamation in 1930s, is the backbone of CCWD’s water system and essential to water system reliability for the region. In order to move forward with plans to replace the aging canal with a pipeline, I worked closely with federal legislators to secure needed legislation to transfer title of the facility from Reclamation to CCWD.

California Urban Water Agencies (CUWA). As Executive Director, I led CUWA’s effort in the development of Department of Water Resources (DWR) Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use as part of the Water Conservation Act of 2009 (Senate Bill X7-7) with our southern and northern California water agency members. I also made certain that CUWA’s finances and practices were sound and transparent.

Northern California Salinity Coalition. As Executive Director, I led a coalition of ten San Francisco Bay Area water agencies in crafting grant application strategies and DWR outreach that would demonstrate the value of supporting watershed management, brackish desalination and groundwater project associated with salinity management. Working with the Coalition agencies, we secured the largest Proposition 50 grant funding for our region.

Professional Work Experience (40 years)

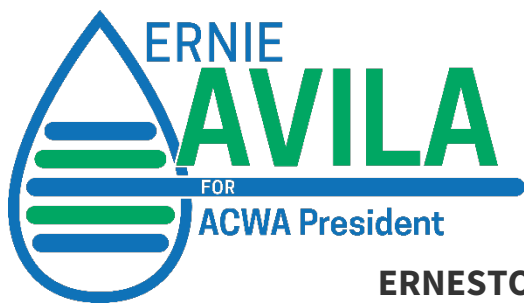
- Vice-President, Avila and Associates Consulting Engineers, Inc.
- General Manager, Monterey Peninsula Water Management District
- Director of Engineering, Contra Costa Water District
- Associate Engineer, East Bay Municipal Water District
- Construction Manager, CH2M Hill
- Professional Civil Engineer (California – C41727)

Community Service Experience

- Contra Costa Water District, President of the Board
- John Muir Community Health Fund Board of Directors (Treasurer)
- Association of California Engineering Companies – Chair of the Healthcare Trust (non-profit)
- Knights of Columbus, Scholarship Chair
- St. Francis of Assisi School Board, President
- City of Concord, CA – Planning Commission, Chair
- City of Concord, CA – Design Review Board
- City of Walnut Creek, CA – Transportation Commission, Vice-Chair

Education and Related Credentials

- B.S. – Civil Engineering, Santa Clara University
- M.B.A. – St. Mary’s College of California
- Professional Civil Engineer (California – C41727)
- California Farm Bureau Member



ERNESTO (ERNIE) AVILA | BIOGRAPHY AND QUALIFICATIONS

Ernesto (Ernie) A. Avila, P.E., was appointed in March 2016 to represent Division 3 for the Contra Costa Water District, which includes eastern Concord, Clayton, and part of Walnut Creek and Pleasant Hill. He began serving as President in May 2022.

Mr. Avila has over 42 years of professional experience in planning, environmental compliance, regulation, design, and construction of water, wastewater and recycled water works and municipal facilities in excess of \$10 Billion in value. He is currently Vice-President of a private civil and environmental engineering firm.

Mr. Avila has been involved with the Association of California Water Agencies (ACWA) for over twenty years at the regional, state and federal level. He currently serves as Vice President. He has also represented ACWA members on the Executive Committee of the ACWA Board of Directors, Region 5 Board, Local Government Committee (Chair), Federal Affairs Committee, ACWA Foundation Steering Committee and the ACWA JPIA Executive Committee of the Board.

Over his first year as Vice President, Mr. Avila led ACWA's effort to develop the 2025-'29 Strategic Plan which identifies four primary goals of Advocacy, Connections, Education and Organizational Effectiveness. This Plan provides clearly defined strategies and objectives to achieve each goal and 50 key performance indicators to gauge progress. The aim of this effort is to unify our collective efforts and better assert ACWA's leadership in shaping California's water policy

For the community, Mr. Avila has volunteered for many citizen-based committees / organizations including the Walnut Creek Transportation Commission, the Concord Planning Commission, the John Muir/Mount Diablo Community Health Fund, the Knights of Columbus, the East Bay Leadership Council, and the St. Francis of Assisi School Board. While working full time, he has made volunteering in the community a priority, representing his neighbors and family on important issues that affect their everyday life.

Mr. Avila is passionate about water issues in his professional life, working on a variety of issues statewide during his career. Among several relevant positions, he served as Director of Engineering at Contra Costa Water District before moving on to become General Manager of Monterey Peninsula Water Management District. He also served as Executive Director for the California Urban Water Agencies, Program Director for the Multi-State Salinity Coalition, and

is on the Executive Committee of the Association of California Water Agencies Board of Directors and ACWA JPIA. He has experience on water projects of all shapes and sizes, including water treatment plant improvements, dam retrofits, and watershed management and habitat conservation projects. In recognition of his work, Mr. Avila recently received the 2023 ***“Salt of Earth” Award*** by the Multi State Salinity Coalition for his commitment, leadership, vision and dedication to the water industry by promoting advancements in technologies for desalination, reuse, salinity control strategies, water/energy efficiencies, and related public policies that assist communities in meeting water needs.

Mr. Avila lives in Clayton with his family and is a licensed civil engineer with a Bachelor of Science in Civil Engineering from Santa Clara University and a master’s degree in Business Administration from St. Mary’s College of California. He is also a proud member of the California Farm Bureau.



ELECT CAROL LEE GONZALES-BRADY **ACWA VICE PRESIDENT**

PROTECTING OUR WATER, TODAY AND TOMORROW

BACKGROUND

As an elected Director of Rancho California Water District in Temecula, I understand that water issues are complex and we sometimes have different opinions on solutions. I serve as Vice-Chair for ACWA's Region 9, representing members - desert, coastal, residential, commercial, and agricultural - with diverse priorities and perspectives. ACWA's Regions statewide may be different, but we can agree on one thing - that the need for prudent, sustainable water management in California is critical.

I've served as a member on several Standing Committees, Sub-committees, Task Forces and Work Groups. My experience on our ACWA Board, on our Executive Committee, and on our Strategic Planning and Water Policy Task Forces has prepared me for our next steps as we execute the initiatives of our recently streamlined strategic plan. It will provide us with a clear, focused framework as we address water issues and position ACWA in its continued role as a strong, vital industry leader.

I earned my Bachelor of Science degree (magna cum laude) in Business Management from Pepperdine University. My professional career in procurement, contracts and strategic management has spanned federally regulated industries including water and electric utilities. I am committed to building relationships, partnerships and alliances with other water, business and community leaders. In addition to my work at ACWA, I serve on the Boards of Southern California Water Coalition and Urban Water Institute, and was twice appointed by our Board of Supervisors as a Director of a Resource Conservation District.

I'm a grower for local wineries, and my husband and I have lived on our family vineyard for over 20 years. I support important causes and my community through participation and memberships in charities, churches, associations, and advocacy groups such as the Farm Bureau and Southwest California Legislative Council.

You can learn more about me by visiting RanchoWater.com/ACWAVP. Thank you for your support.

RANCHO CALIFORNIA WATER DISTRICT (RCWD)

Vice President, Board of Directors
Elected 2017; Re-elected 2022
Past Board President (2021 & 2022)

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

Executive Committee (2024-2025)
Board of Directors (2024-2025)
Region 9 Vice Chair (2024-2025)
Region 9 Board Member (2019-2025)
Committees: Membership, Communications, Election (past)
Task Forces: Strategic Planning, Water Policy (Vice Chair)

ACWA/JOINT POWERS INSURANCE AUTHORITY (JPIA)

JPIA Director, representing Rancho Water (2022-2024)

SOUTHERN CALIFORNIA WATER COALITION (SCWC)

Board of Trustees, Water Segment (2021-present)
Co-Chair, Legislative Task Force (2021-present)

URBAN WATER INSTITUTE (UWI)

Board Member (2023-present)



**CAROL LEE
GONZALES-BRADY**
FOR ACWA VICE PRESIDENT

RanchoWater.com/ACWAVP

The ACWA Election Committee has formally endorsed and recommended Carol Lee Gonzales-Brady as the preferred candidate for ACWA Vice President for the 2026-2027 term.

**CAROL LEE GONZALES-BRADY IS PROUD TO BE
ENDORSED BY THE FOLLOWING AGENCIES**

ACWA ELECTION COMMITTEE

**CHINO BASIN WATER CONSERVATION
DISTRICT**

COACHELLA VALLEY WATER DISTRICT

DESERT WATER AGENCY

EASTERN MUNICIPAL WATER DISTRICT

**ELSINORE VALLEY MUNICIPAL WATER
DISTRICT**

FALLBROOK PUBLIC UTILITY DISTRICT

HELIX WATER DISTRICT

IMPERIAL IRRIGATION DISTRICT

INLAND EMPIRE UTILITIES AGENCY

IRVINE RANCH WATER DISTRICT

**LAS VIRGENES MUNICIPAL WATER
DISTRICT**

MESA WATER DISTRICT

MONTE VISTA WATER DISTRICT

MONTECITO WATER DISTRICT

MOULTON NIGUEL WATER DISTRICT

**MUNICIPAL WATER DISTRICT OF ORANGE
COUNTY**

OLIVENHAIN MUNICIPAL WATER DISTRICT

RAINBOW MUNICIPAL WATER DISTRICT

RANCHO CALIFORNIA WATER DISTRICT

SALTON SEA AUTHORITY

SANTA CLARITA VALLEY WATER DISTRICT

SANTA FE IRRIGATION DISTRICT

SANTA MARGARITA WATER DISTRICT

**VALLEY CENTER MUNICIPAL WATER
DISTRICT**

VISTA IRRIGATION DISTRICT

WESTERN CANAL WATER DISTRICT

WESTERN MUNICIPAL WATER DISTRICT

YUIMA MUNICIPAL WATER DISTRICT



Biography and Qualifications

Candidate for ACWA Vice President

Carol Lee Gonzales-Brady was elected to the Rancho California Water District (RCWD) Board of Directors in 2017 and re-elected in 2022, serving as Board President for two terms. Rancho Water is a Special District that provides water and wastewater services to residential, commercial, and agricultural customers. It is the 10th largest retail water district in California (based on water sales), serves more than 150,000 people, and covers 100,000 acres of service area.



Director Gonzales-Brady has been a member of the Association of California Water Agencies (ACWA) since 2017. She joined the Region 9 Board in 2019 and currently serves as Vice Chair, representing the Region on ACWA's Board of Directors. In 2024, she was elected by the Board to the Executive Committee.

She has been active on standing committees and task forces in volunteer and appointed roles such as the Membership and Communications Committees, Communications Ag Sub-Committee, Election Committee, Region 9 Membership Engagement Work Group (Chair), Strategic Planning Task Force, and Water Policy Task Force (Vice Chair). Sound water policy, aligned with the guiding principles of ACWA's Strategic Plan, will be key as ACWA navigates complex water issues and advocates on behalf of its members.

Dedicated to building alliances and cultivating partnerships, Director Gonzales-Brady serves on the Board of Trustees of Southern California Water Coalition (SCWC) and is co-Chair of their Legislative Task Force. She is also on the Board of Directors of Urban Water Institute (UWI) and is a past Director of ACWA/JPIA, representing RCWD. Prior to her election to Rancho Water's Board, she was twice appointed by the Riverside County Board of Supervisors to the Board of Directors of their Resource Conservation District.

Director Gonzales-Brady earned her Bachelor of Science degree (*magna cum laude*) from Pepperdine University's Graziadio School of Business and Management. Her international professional experience, with an emphasis in procurement, contracts, and strategic management includes federally regulated industries such as water and electric utilities, nuclear procurement, geothermal power plant design/engineering/construction, and medical device manufacturing.

A native Californian and winegrape grower in Temecula's Wine Country, Director Gonzales-Brady and her husband have lived on their vineyard for over 20 years. She is immersed in her community and supports the outreach and assistance provided by local organizations, charities, and advocacy groups. Her volunteer efforts and memberships include Temecula Winegrowers' Association, Riverside County Farm Bureau, Temecula Valley Horsemen's Association, and Southwest California Legislative Council.



Carol Lee Gonzales-Brady

Director, Rancho California Water District

Candidate Statement

Candidate for ACWA Vice President

I am pleased to offer my Statement of Qualifications as a Candidate for ACWA Vice President. I'm passionate about delivering prudent fiscal and environmental stewardship and advocating for sound policy. My philosophy: Protect our water, today and tomorrow, with a diversified portfolio of both immediate and long-range strategies and solutions.

I was elected to the Rancho California Water District (RCWD)'s Board of Directors in 2017 and re-elected in 2022, serving two terms as Board President. I joined ACWA in 2017 and became a Region 9 Director in 2019, serving as Vice Chair for the 2024-25 term. I represent the Region on ACWA's Board of Directors, and in 2024 was honored to be elected by the Board to the Executive Committee.

Other committees and task forces include:

- Water Policy Task Force - Vice Chair
- Membership and Communications Committees
- Region 9 Membership Engagement Work Group - Chair
- Strategic Planning Task Force (past)
- Election Committee (past)

Committed to building alliances and cultivating partnerships, I also am a past Director of ACWA/JPIA and serve on other industry Boards including Urban Water Institute (UWI) and Southern California Water Coalition (SCWC) - Legislative Task Force co-Chair.

I earned my BS (magna cum laude) in Business Management from Pepperdine University. My professional career in procurement, contracts, and strategic management has spanned federally regulated industries including water and electric utilities. A native Californian and vineyard owner, I have given back to my community as an appointed Director on a Resource Conservation District Board and through charities, associations, and local advocacy groups such as the Southwest California Legislative Council.

It has been my honor to serve alongside my dedicated colleagues on the ACWA Board. I look forward to continuing to build upon ACWA's work to promote and advance the priorities, initiatives, and interests of our members.




Please visit RanchoWater.com/ACWAVP. Thank you for your support.



42135 Winchester Road, Temecula, CA
(951) 296-6900 RanchoWater.com

Region 5 Candidates



	<p>Steve Huber Director United Water Conservation District Candidate Qualifications</p>
	<p>Antonio Martinez Vice Presi Contra Costa Water District</p>
	<p>John H. Muller Director Coastside County Water District</p>



Sarah Palmer
Director
Zone 7 Water Agency [Candidate Qualifications](#)



John Varela
Board of Director
Santa Clara Valley Water District



John H. Weed
Board Member
Alameda County Water District [Candidate Qualifications](#)



Floyd Wicks
Board Director
Montecito Water District [Candidate Qualifications](#)

Board Officers' Election for President & Vice President and Region Boards for 2026-'27

Both questions below are optional.

Please vote for only **one** candidate for each seat.

To write-in your vote, select Write-in and then type out your choice. Write-in candidates must be an elected or appointed director of an ACWA member agency and must submit a nominating/support resolution from their member agency's board no later than September 19.

Deadline to submit ballots is 5 p.m. on September 19.

ACWA President☐**Ernesto A. Avila (Election Committee's preferred candidate)**

As the current Vice-President of the Association of California Water Agencies (ACWA), I am most proud of the thought, energy and collaboration that went into...
[Show more](#)

☐**Write-in:****ACWA Vice President**☐**Carol Lee Gonzales-Brady (Election Committee's preferred candidate)**

I am pleased to offer my Statement of Qualifications as a Candidate for ACWA Vice President. I'm passionate about delivering prudent fiscal and environmental...
[Show more](#)

☐**Write-in:**

Region 5 Election Ballot for 2026-'27 Term

Submitted board candidate bios and headshots are available on <https://www.acwa.com/elections>

You may either vote for the slate recommended by the Region Nominating Committee or vote for individual region board members (please note rules & regulations for specific qualifications).

View full rules and regulations [HERE](#)

Region 5 Nominating Committee Recommended Slate

Chair:

- Sarah Palmer, Director, Zone 7 Water Agency

Vice Chair:

- John Varela, Board of Director, Santa Clara Valley Water District

Board Members:

- Steve Huber, Director, United Water Conservation District
- Antonio Martinez, Vice President, Contra Costa Water District
- John H. Muller, Director, Coastside County Water District
- John H. Weed, Board Member, Alameda County Water District
- Floyd Wicks, Board Director, Montecito Water District

Nominating Committee's Recommended Slate

You may select **one** of the following.

☐

I concur with the Region's Nominating Committee's recommended slate above.

☐

I do not concur with the Region's Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: August 12, 2025

Report Date: August 8, 2025

Agenda/Title: Notice of Completion – Nunes Water Treatment Plant Hypochlorite Room Improvement Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Nunes Water Treatment Plant Hypochlorite Room Improvement 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 GSW Construction, Inc. on September 26, 2024, for the Nunes Water Treatment Plant Hypochlorite Room Improvement Project.

The work consisted of installation of sodium hypochlorite generator, air blower, hydrogen detector, plumbing piping and supports. Construction of reinforced concrete equipment pad; electrical work; floor spall repair, chemical-resistant coating application and replacement of the wash water recovery piping.

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 056-320-090).

The work was completed on June 6, 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 August 12, 2025, there was completed upon the hereinafter described real property as a work of improvement as a whole named Nunes Water Treatment Plant Hypochlorite Room Improvement Project. The work consisted of installation of sodium hypochlorite generator, air blower, hydrogen detector, plumbing piping and supports. Construction of reinforced concrete equipment pad; electrical work; floor spall repair, chemical-resistant coating application and replacement of the wash water recovery piping.

4. The name of the original contractor for the work of improvement as a whole was: GSW Construction, Inc., 101 The Embarcadero, Suite 123, 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 is located within property owned by the District at 500 Lewis Foster Drive, in the unincorporated community of Half Moon Bay, California in San Mateo County (Assessor Parcel Number 056-320-090).

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 August 12, 2025, 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: August 12, 2025

Report Date: August 8, 2025

Agenda/Title: Notice of Completion – Highway 92 Emergency Pipeline Replacement Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Highway 92 Emergency Pipeline 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 Golden State Construction & Utility Inc. on January 14, 2025, for the Highway 92 Emergency Pipeline Replacement Project.

The work consisted of two phases. First phase was the installation of approximately 3,170 linear feet (LF) of 10-inch and 6-inch ductile iron pipe (DIP) by open trench construction within easements on private property along Highway 92 (known as San Mateo Road). Which also included installation of approximately 390 LF of High-Density Polyethylene (HDPE) water main by Horizontal Directional Drilling (HDD) within easements on private property along Highway 92. Installation of water service lines and reconnection of water services, three fire hydrant assemblies, and valves and other appurtenances. Abandonment of existing water facilities and connection of the new water main to the existing 12-inch Welded Steel (WS) and existing 8-inch ductile iron (DI) water lines, along with surface restoration.

Phase two consisted of installation of approximately 1,000 LF of 10-inch DIP by open trench construction within easements on private property along Highway 92 (known as San Mateo Road). Installation of approximately 1090 LF of HDPE water main by HDD within easements on private property along Highway 92. Installation of 2-inch copper

tubing within a 4-inch steel casing pipe with pipe supports to attach to an existing bridge; installation of water service lines and reconnection of water services, installation of three fire hydrant assembly and valves and other appurtenances. Removal of temporary bypass and site restoration. Abandonment of existing water facilities and connection of the new water main to the existing 12-inch Welded Steel (WS) water line along with surface restoration.

The site of the work was located within private property known as, Assessor Parcel Numbers 056-341-080, 056-341-150, 056-341-180, 056-341-190, 056-341-200, 056-341-210, 056-341-230, 056-331-110, 056-331-120, 056-331-130 and 056-331-020, San Mateo Road, Half Moon Bay, California, San Mateo County.

The work was completed on July 16, 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 August 12, 2025, there was completed upon the hereinafter described real property a work of improvement as a whole named Highway 92 Emergency Pipeline Replacement Project. The work consisted of two phases. First phase was the installation of approximately 3,170 linear feet (LF) of 10-inch and 6-inch ductile iron pipe (DIP) by open trench construction within easements on private property along Highway 92 (known as San Mateo Road). Which also included installation of approximately 390 LF of High-Density Polyethylene (HDPE) water main by Horizontal Directional Drilling (HDD) within easements on private property along Highway 92. Installation of water service lines and reconnection of water services, three fire hydrant assemblies, and valves and other appurtenances. Abandonment of existing water facilities and connection of the new water main to the existing 12-inch Welded Steel (WS) and existing 8-inch ductile iron (DI) water lines, along with surface restoration.

Phase two consisted of installation of approximately 1,000 LF of 10-inch DIP by open trench construction within easements on private property along Highway 92 (known as San Mateo Road). Installation of approximately 1090 LF of HDPE water main by HDD within easements on private property along Highway 92. Installation of 2-inch copper tubing within a 4-inch steel casing pipe with pipe supports to attach to an existing bridge; installation of water service lines and reconnection of water services, installation of three fire hydrant assembly and valves and other appurtenances. Removal of temporary bypass and site restoration. Abandonment of existing water facilities and connection of the new water main to the existing 12-inch Welded Steel (WS) water line along with surface restoration..

4. The name of the original contractor for the work of improvement as a whole was: Golden State Construction & Utility Inc., 1485 Bayshore Blvd., #226, San Francisco, CA 94124.

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

The site of the work was located within private property known as, Assessor Parcel Numbers 056-341-080, 056-341-150, 056-341-180, 056-341-190, 056-341-200, 056-341-210, 056-341-230, 056-331-110, 056-331-120, 056-331-130 and 056-331-020; San Mateo Road, Half Moon Bay, California, San Mateo County.

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 August 12, 2025, 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: August 12, 2025

Report Date: August 8, 2025

Agenda Title: Acceptance of Subdivision Utility System
555/565/575 Seymour Street, Half Moon Bay
Sarah B. Clover and Jeremy D. Clover, Trustees of the Sarah and
Jeremy Clover Living Trust and Coastside Estates LLC.

Recommendation/Motion:

Accept water system improvements for 555/565/575 Seymour Street, a Non-Complex Pipeline Extension Project under the terms of the Water Service Agreement with Sarah B. Clover and Jeremy D. Clover, Trustees of the Sarah and Jeremy Clover Living Trust and Coastside Estates LLC dated May 15, 2025, as complete.

Background:

The project utility system for 555/565/575 Seymour Street in Half Moon Bay was completed as of July 30, 2025, in accordance with the District standards and regulations. The Applicant has met all the conditions specified in the Water Service Agreement.

Fiscal Impact:

None. All costs for the construction of the project have been paid for by the applicant.

The water main line extension consisted of 245 feet of eight-inch ductile iron pipeline.



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: August 12, 2025

Date: August 8, 2025

Agenda Title: Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering Services for the Nunes Water Treatment Plant Sedimentation Basin Rehabilitation Project

Recommendation/Motion:

Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for engineering services for the Nunes Water Treatment Plant Sedimentation Basin Rehabilitation Project for a not-to-exceed amount of \$236,600.

Background:

The Nunes Water Treatment Plant Upgrades Project was completed in June 2024. A key element of the project was the construction of a new plate settler sedimentation basin. This new basin added important redundancy and resiliency to the treatment plant. Its completion allows the District to be able to take the original sedimentation basin offline for inspection, repair and refurbishment. The original sedimentation basin was built in the early 1990's as part of the Crystal Springs Project and has rarely been offline over the last 30 years.

In July 2024, the District drained the original sedimentation basin and engaged Brentwood Industries ("Brentwood") to conduct a review of the mechanical systems and Bay Area Coating Consultants, Inc. ("BACC") to conduct a coating condition assessment. Brentwood recommended that the chain and flight components of the basin's three collector systems be replaced as well as other components to meet modern safety and efficiency standards. BACC's coating assessment recommended complete replacement of the basin's coating system as well as repairs to the concrete.

The rehabilitation is assumed to consist of the following:

- Replacement of all plastic with NSF-certified plastics;
- Replacement of the chains, head shaft, and bearings with modern components;
- Replacement of the single motor with a new three-motor system;
- Rehabilitation of the concrete basin to address concrete cracking; and
- Replacement of the basin coating

EKI Environment and Water, Inc. (“EKI”) proposes the following scope of work (see Exhibit A):

Task 1 - Document Review, Site Investigations, and Structural Evaluation:

Under this task, EKI will assess the structural integrity of the walls, and will provide a technical memorandum that summarizes the existing conditions of the assessed structures, findings from the structural evaluations including seismic deficiencies, and recommendations for remediation strategies.

Task 2 – Design Services

Task 3 – Bid Support Services

Task 4 – Engineering During Construction

EKI will utilize the services of TJC and Associates to provide instrumentation, controls, and electrical and structural engineering services and BACC to provide basin rehabilitation and coating design support.

Given EKI’s familiarity with the District’s infrastructure and past exemplary work, Staff recommends using EKI to provide engineering services for this important project.

Fiscal Impact: \$236,600.

5 August 2025

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

Subject: Proposal for Engineering Services for the Nunes Water Treatment Plant Sedimentation Basin Rehabilitation Project
(EKI C80108.44)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for engineering and bid support services for the Nunes Water Treatment Plant (WTP) Sedimentation Basin Rehabilitation Project (Project). For this Project, EKI will team with TJC and Associates (TJCAA) to provide instrumentation, controls, and electrical (ICE) and structural engineering services and Bay Area Coating Consultants, Inc. (BACC) to provide basin rehabilitation and coating design support.

PROJECT UNDERSTANDING

As part of ongoing maintenance efforts, Brentwood Industries (Brentwood) and BACC evaluated the condition of the Nunes WTP's sedimentation basin and equipment in July 2024.

In their summary report, Brentwood noted that the chain and flight components of the basin's three collector systems are reaching the end of its service life and should be replaced. Brentwood's report recommended other components to be replaced to meet modern safety and efficiency standards.

BACC's coating condition assessment noted failures of the film epoxy coating and recommended complete replacement of the basin's coating system. Additionally, the evaluation highlighted cracking in the concrete that should be repaired as part of the rehabilitation project.

Based on the evaluations and a site visit conducted by EKI in early December 2024, the Project will rehabilitate the sedimentation basin and associated equipment at the Nunes WTP. The rehabilitation is assumed to consist of the following:

- Replacement of all plastic components with NSF-certified plastics;
- Replacement of the chains, head shaft, and bearings with modern components;
- Replacement of the single motor with a new three-motor system;
- Rehabilitation of the concrete basin to address concrete cracking; and
- Replacement of the basin coating.

EKI proposes to prepare design documents, provide bid support services, and provide engineering services during construction. Our proposed scope, schedule, and fee are presented below.

PROPOSED SCOPE OF WORK

EKI proposes the following tasks as part of this scope of work. For each of these tasks, EKI will also be providing project management services, including budget tracking, invoicing, preparation of progress reports, and staff management.

Task 1: Document Review, Site Investigations, and Structural Evaluation

Under this task, the EKI team will request and review the available as-built records and other documentation for the sedimentation basin including geotechnical data and available record drawings. After review, the EKI team will conduct a site visit to map and evaluate the existing ICE components, supplement as-built records through GPS locating of basin features and components, and perform an on-site structural inspection of the basin, focusing specifically on the cracking identified in BACC's condition report and the locations of existing equipment anchorage.

The EKI team will assess the structural integrity of the walls when subjected to a current code-level seismic event. The EKI team will produce a technical memorandum that summarizes the existing conditions of the assessed structures, findings from the structural evaluations including seismic deficiencies, and recommendations for remediation strategies.

Deliverables:

- PDF file of the technical memorandum documenting the structural evaluation.

Assumptions:

- Access to the tank will be facilitated by the District.
- The site visit for structural assessment can be completed in one day and the tank will be taken out of service to perform the assessment.
- The District will provide as-built drawings, geotechnical reports, and other relevant documentation, if available.
- Foundation evaluations will be based on available documentation. Additional geotechnical investigations are not required.
- The original design of the tank was in general compliance with industry standards at the time of construction.
- Geotechnical parameters for the project site will be provided by the District. In the absence of this data, soil parameters will adhere to the minimum standards set by the California Building Code, and seismic design will utilize site-specific data from the USGS.
- EKI will use a Trimble R10 global positioning system (GPS) unit for locating utility features to supplement as-built records.

Task 2: Design Services

Based on as-built records and the site visit included in Task 1, EKI will develop basemap in AutoCAD for the sediment basin for development of design documents. EKI will provide three design submittals corresponding to 50%, 90%, and Final design. The 50% submittal will include 50% plans of the Civil and ICE drawings, technical specifications, and an opinion of probable construction cost (OPC). The 90% Design Submittal will include a complete set of Contract Documents including plan sheets, specifications, and an updated OPC. The Final Design Submittal will be signed and stamped contract documents suitable for public bidding. Design review meetings will be held after the District has had time to review the 50% and 90% Design Submittal with comments documented and tracked to confirm incorporation into the subsequent Design Submittal.

The anticipated list of contract drawings for the Project is presented in Table 1 below.

Table 1. Anticipated List of Contract Drawings

Sheet No.	Description
G-1	Title Sheet, Project Location, and Vicinity Map
G-2	General Notes, Legend, Abbreviations, and Symbols
D-1	Demolition Plan
C-1	Civil Plan
C-2	Civil Details - 1
C-3	Civil Details - 2
C-4	Construction Best Practices
GS-1	Structural General Notes - 1
GS-2	Structural General Notes - 2
S-1	Structural Plan and Details
M-1	Mechanical Plan - 1
M-2	Mechanical Plan - 2
M-2	Mechanical – Details 1
M-2	Mechanical – Details 2
GE-1	Electrical – Legend and Abbreviations
GE-2	Electrical – Installation Details
E-1	Electrical – Partial Line Diagram, Elevation, and Photos
E-2	Electrical – Schedules
E-3	Electrical –Control Schematic
E-4	Electrical – Notes

Deliverables:

- 50% Design Submittal:
 - PDF file of the 50% plans;
 - PDF file of the 50% technical specifications; and

- PDF file of the 50% OPC.
- 90% Design Submittal:
 - PDF file of the 90% plans;
 - PDF file of the 90% front end and technical specifications; and
 - PDF file of the 90% OPC.
- Final Design Submittal:
 - PDF file and five (5) 22" x 34" hard copies of the signed and stamped final plans;
 - PDF file and five (5) hard copies of the signed and stamped final specifications; and
 - An editable Word file of the Notice to Bidders.
- 50% and 90% Design Review Meeting minutes and comments logs within 5 business days of the meeting.

EKI Assumptions:

- Design documents will be based on the District standard front end, technical specifications, and details, with EKI preparing additional technical specifications, as necessary.
- The existing electrical service is adequate to handle loads of new equipment.
- The existing MCC has spare capacity and the existing conduit and wires from the MCC to the existing motor can be reused.
- No SCADA integration is required.
- Brentwood's products or equals would be specified in the technical specifications.
- Full-sized plan sheets will be 22" x 34".
- The District will review and provide comments at the 50% and 90% level of design.

Task 3: Bid Support Services

During the bidding period, EKI will participate in a pre-bid meeting, provide the District responses to questions from prospective bidders, prepare up to one addendum, and provide a review of bids to determine if bids are responsive and responsible. EKI will prepare a conformed set of contract documents that incorporates any changes included in the addendum.

Deliverables:

- Pre-bid meeting agenda and minutes.
- Response to bidders' questions.
- Up to one bid addendum.
- Bid review email.
- Conformed contract documents.

EKI Assumptions:

- EKI will coordinate with Barker Blue to host the Bid Documents. The District will pay any fees directly to Barker Blue.
- Responses to bidder's questions will be transmitted electronically.
- No more than one bid addendum will be required.

Task 4: Engineering Services During Construction

EKI will provide limited engineering services during construction. These services will focus on the following: one pre-construction meeting, submittal reviews, and request for information (RFI) support. EKI will prepare record drawings from the Contractor's redline drawing submittal.

Deliverables:

- Submittal review letters.
- RFI response letters.
- Preconstruction meeting agenda and minutes.
- PDF copy of Record Drawings.

EKI Assumptions:

- Submittals and RFI communication shall be through email employing PDFs using EKI's standard forms for submittal and RFI review.
- EKI will review up to 16 submittals and 6 resubmittals at an assumed level of effort of 2 hours per review.
- EKI will review up to 8 RFIs at a level of effort of approximately 4 hours per review.
- EKI will attend the preconstruction meeting.
- EKI will attend periodic site visits during construction (2 assumed).
- District will provide construction management and inspection services and will issue Notice of Award, Notice to Proceed, and review contractor invoices.
- EKI will prepare record drawings based on the redline drawings provided by the Contractor.

PROJECT SCHEDULE

The EKI team is prepared to begin work immediately upon notice to proceed. EKI anticipates that the structural evaluation technical memorandum will be completed within four weeks of notice to proceed. The 50% Design will be completed within six weeks from receipt of comments from the District on the technical memorandum. The 90% Design will be completed within four weeks of receipt of comments from the District on the 50% Design and the Final Design will be completed within two weeks of receipt of comments from the District 90% Design. Bid and construction-phase services will be completed in a timely manner, consistent with the District's schedule for bidding and construction.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 1 January 2025. Based on the proposed Scope of Work described above, we propose a budget of \$236,600 for the completion of Tasks 1 through 4 as shown by task in Table 2 below and detailed in Table 3, attached.

Table 2. Proposed Cost by Tasks

Task	Description	Task Total
1	Document Review, Site Investigations, and Structural Evaluation	\$31,600
2	Design Services	\$146,700
3	Bid Support Services	\$14,000
4	Engineering Services During Construction	\$44,300
Total Estimated Budget		\$236,600

TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Professional Services Agreement dated 29 November 2023.

Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Jonathan Sutter, P.E.
Project Manager

Attachments

Table 3 – Budget Estimate for Proposed Scope of Work
EKI Schedule of Charges, dated 2 January 2025

Table 3. Estimated Fee - Nune Treatment Plant Sedimentation Basin Rehabilitation Project
Coastside County Water District, Half Moon Bay, California
(EKI B80108.44)

TASKS					LABOR COST (\$)	SUBS			OTHER DIRECT COSTS				TOTAL DIRECT COSTS	TOTAL			
						T.JC and Associates ICE	T.JC and Associates Structural	Bay Area Coating Consultants, Inc.	UNIT	QUANTITY	UNIT COST	TOTAL COST		MARKUP ON DIRECT COSTS	TOTAL DIRECT COSTS	TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
	G4 Engineer	Jordan Gans, P.E.	Tyler Colyer, P.E.	Jonathan Sutter, P.E.													
Task 1 - Document Review, Site Investigations, and Structural Evaluation																	
Project Management		4		2	\$1,622										\$1,622		
Document Request and Review	2	2		1	\$1,197										\$1,197		
Site Visits	6	6		2	\$3,248	\$4,000	\$6,000					\$1,000	\$11,000	\$14,248			
Structural Evaluation		4		2	\$1,622		\$11,486					\$1,149	\$12,635	\$14,257			
Communications Fee (EKI Labor Only)									4%	\$7,689			\$308	\$308	\$308		
Task 1 Subtotal	8	16		7	\$7,689	\$4,000	\$17,486					\$2,149	\$23,942	\$31,631	\$31,600		
Task 2 - Design Services																	
Project Management		8		4	\$3,244										\$3,244		
Develop Project Basemap	16	8		2	\$5,646										\$5,646		
Develop 50% Plans	56	24		8	\$19,168	\$8,700	\$8,047					\$1,675	\$18,422	\$37,590			
Develop 50% Specifications	36	16		8	\$13,436	\$4,350	\$4,024	\$1,250				\$962	\$10,586	\$24,022			
Develop 50% Opinion of Probable Construction Cost	6	4		2	\$2,780	\$1,450	\$1,341					\$279	\$3,070	\$5,850			
QA/QC 50% Design Submittal			8		\$2,664										\$2,664		
Prepare, Conduct, and Document 50% Design Review	3	2		1	\$1,390										\$1,390		
Develop 90% Plans	24	12		4	\$8,812	\$5,220	\$4,828					\$1,005	\$11,053	\$19,865			
Develop 90% Specifications	16	10		4	\$6,800	\$2,610	\$2,414	\$750				\$577	\$6,352	\$13,152			
Develop 90% Opinion of Probable Construction Cost	2	2		1	\$1,197	\$870	\$805					\$167	\$1,842	\$3,039			
QA/QC 90% Design Submittal			4		\$1,332										\$1,332		
Prepare, Conduct, and Document 90% Design Review	4	2		2	\$1,926										\$1,926		
Develop Final Plans	12	8		4	\$5,560	\$3,480	\$3,219					\$670	\$7,369	\$12,929			
Develop Final Specifications	6	4		2	\$2,780	\$1,740	\$1,609	\$500				\$385	\$4,234	\$7,014			
Develop Final Opinion of Probable Construction Cost	2	1		1	\$963	\$580	\$536					\$112	\$1,228	\$2,191			
QA/QC Final Design Submittal			4		\$1,332				LS	1	\$300	\$300	\$30	\$330	\$1,662		
Communications Fee (EKI Labor Only)										4%	\$79,030			\$3,161	\$3,161		
Task 2 Subtotal	183	101	16	43	\$79,030	\$29,000	\$26,824	\$2,500				\$5,862	\$67,648	\$146,678	\$146,700		
Task 3 - Bid Support Services																	
Pre-Bid Meeting	3	3		2	\$1,967										\$1,967		
Provide Bid Support (respond to questions and review bids)	8	8	2	4	\$5,454	\$3,800			LS	1	\$300	\$300	\$410	\$4,510	\$9,964		
Bid Open (Attend and Provide Review Email)	3	2		2	\$1,733										\$1,733		
Communications Fee (EKI Labor Only)										4%	\$9,154			\$366	\$366		
Task 3 Subtotal	14	13	2	8	\$9,154	\$3,800						\$410	\$4,876	\$14,030	\$14,000		
Task 4 - Engineering Services During Construction																	
Project Management		8		4	\$3,244										\$3,244		
Attend Pre-Construction Meeting	6	3		2	\$2,546										\$2,546		
Review Construction Submittals (16 submittals and 6 resubmittals)	28	10		6	\$9,802	\$4,520	\$2,500					\$702	\$7,722	\$17,524			
Respond to Requests for Information, RFIs (4 RFIs)	8	4		4	\$3,852	\$1,130						\$113	\$1,243	\$5,095			
Attend Construction Site Visits (2 site visits)	4	8		4	\$4,016	\$2,260						\$226	\$2,486	\$6,502			
Prepare Record Drawings	12	4	2	1	\$4,261	\$3,390			LS	1	\$300	\$300	\$369	\$4,059	\$8,320		
Communications Fee (EKI Labor Only)										4%	\$27,721			\$1,109	\$1,109		
Task 4 Subtotal	58	37	2	21	\$27,721	\$11,300	\$2,500					\$1,410	\$16,619	\$44,340	\$44,300		
TOTALS:	263	167	20	79	\$123,594	\$48,100	\$46,810	\$2,500				\$900	\$9,831	\$113,085	\$236,679	\$236,600	

Proposal/Agreement Date: 5 August 2025

EKI Proposal/Project # B80108.44

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

2 January 2025

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	355
Principal Engineer-Scientist	343
Supervising I, Engineer-Scientist	333
Supervising II, Engineer-Scientist	319
Senior I, Engineer-Scientist	306
Senior II, Engineer-Scientist	295
Associate I, Engineer-Scientist	283
Associate II, Engineer-Scientist	267
Engineer-Scientist, Grade 1	248
Engineer-Scientist, Grade 2	234
Engineer-Scientist, Grade 3	215
Engineer-Scientist, Grade 4	193
Engineer-Scientist, Grade 5	170
Engineer-Scientist, Grade 6	148
Project Assistant	139
Technician	133
Senior GIS / Database Analyst	175
CADD Operator / GIS Analyst	152
Senior Administrative Assistant	167
Administrative Assistant	132
Secretary	111

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus ten percent (10%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: August 12, 2025

Date: August 8, 2025

Agenda Title: Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Geotechnical Investigation and Predesign Study for the Highway 92 Pipeline Project – Phase 2

Recommendation/Motion:

Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for a geotechnical investigation and predesign study for the Highway 92 Pipeline Project – Phase 2 for a not-to-exceed amount of \$85,500.

Background:

In July 2025, the District completed the Highway 92 Emergency Pipeline Replacement Project which included the installation of 4,170 linear feet of 10-inch and 6-inch ductile iron pipe and 1,480 linear feet of 12-inch high-density polyethylene pipe (HDPE) by horizontal directional drilling under three creek crossings, reconnection or replacement of water services connections, installation of new hydrants, valves and appurtenances.

This new pipeline replaced a section of an existing 12-inch welded steel potable pipeline that was damaged during the severe storm events of December 2022 and January 2023 located east of Pastorino's Pumpkin Farm and La Nebbie winery. Sections of the existing 12-inch pipeline remain to the west and east of the completed Emergency Pipeline Project. Given the age of the existing pipeline (installed in 1947), the District would like to evaluate the rehabilitation or replacement of the remaining pipeline (3,500 linear feet to the west and 3,050 linear feet to the east.)

This project consists of two tasks:

- 1) Geotechnical consulting work by EKI Environment and Water, Inc.'s ("EKI") subconsultant, Geo-Logics Associates to perform a geotechnical investigation to explore subsurface conditions for each of the two creek crossings along the proposed

alignment and to provide geotechnical recommendations for the design and construction of the pipeline.

- 2) Predesign study conducted by EKI to evaluate alternatives for replacing or rehabilitating the existing 12-inch welded steel pipeline along the Phase 2 project alignment.

EKI will prepare a technical memorandum summarizing the results of the evaluation.

EKI provided engineering design services and engineering during construction on the recently completed Highway 92 Emergency Pipeline Replacement Project. Given their exemplary work in assisting the District on the recently completed Highway 92 project as well as their knowledge of the Highway 92 location and its challenges, staff recommends utilizing EKI to assist the District on the predesign work for the next phase of the project.

Fiscal Impact: \$85,500.

Attachment: See Exhibit A for EKI's Proposal.

6 August 2025

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

Subject: Proposal for Geotechnical Investigation and Predesign Study for the Highway 92 Pipeline Project – Phase 2
Coastside County Water District, Half Moon Bay, California
(EKI B80108.50)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to submit this proposal to Coastside County Water District (District) for Geotechnical Investigation and Predesign Study for the Highway 92 Pipeline Project – Phase 2 (Phase 2 Project).

BACKGROUND AND PROJECT UNDERSTANDING

An existing 12-inch welded steel (WS) potable water pipeline runs along the south side of Highway 92 (San Mateo Road) adjacent to Pilarcitos Creek in a 10-foot-wide easement. The existing pipeline crosses Pilarcitos Creek or its tributaries in several locations. Severe storm events of December 2022 and January 2023 overflowed the banks of Pilarcitos Creek and its tributaries, causing major bank slides and erosions. In response to the imminent threat to portions of the existing 12-inch WS pipeline, the District recently completed the Highway 92 Emergency Pipeline Replacement Project (Emergency Project). The Emergency Project included the installation of approximately 4,170 linear feet (LF) of 10-inch and 6-inch ductile iron pipe (DIP), 1480 LF of 12-inch high-density polyethylene (HDPE) by horizontal direction drilling (HDD) under three creek crossings, reconnection or replacement of water service connections, installation of new hydrant assemblies, and the installation of valves and other appurtenances.

Sections of the existing 12-inch WS pipeline remain to the west and east of the completed Emergency Project along Highway 92 (see Figure 1 attached). EKI understands that the District would like to evaluate the rehabilitation or replacement of these remaining sections. On the west side of the completed Emergency Project, the Phase 2 Project will replace approximately 3,500 LF of 12-inch WS pipe between the newly constructed 10-inch DIP at the Pastorino Pumpkin Farm to the existing 12-inch DIP at the western corner of Repetto's Flow Field. On the east side, the Phase 2 Project will replace approximately 3,050 LF of 12-inch WS pipe from the end of the Emergency Project to the furthest east water service connection across from Wherry Road. The Phase 2 Project will include the crossing of Apanolio Creek on the west section and Nuff Creek on the east section.

SCOPE OF WORK

EKI proposes the following tasks as part of this scope of work.

Task 1: Geotechnical Investigation

EKI's subconsultant Geo-Logic Associates will perform a geotechnical investigation to explore subsurface conditions for each of the two creek crossings along the proposed alignment for the Project and to provide geotechnical recommendations for the design and construction of the pipeline.

The geotechnical investigation is anticipated to include the following tasks:

- Review pertinent geological information for the area.
- Site visit to observe existing site conditions and mark proposed boring locations.
- Notify USA for underground utility clearance.
- Obtain a subsurface drilling permit from the County of San Mateo Environmental Health Services Division (SMCEHS).
- Subcontract with a private underground services locator to check the proposed boring locations for the presence of underground utilities.
- Coordinate subsurface exploration with the District, City, County, and EKI.
- Conduct subsurface exploration by means of two (2) exploratory borings to depths of about 50 feet below ground surface, or practical refuse, using a truck-mounted drill rig (see Exhibit 1 – proposed Borings DH-1, DH-2).
- Perform laboratory testing on selected soil samples obtained from the borings to evaluate pertinent engineering properties.
- Perform engineering analysis on the data collected from boring DH-1 and DH-2 and data collected under a separate scope of work from borings DH-9 to DH-11.
- Prepare a geotechnical investigation report corresponding to the Project.

EKI will also provide project management services, including budget tracking, invoicing, staff and consultant management, and review. The EKI team will use the results of the geotechnical investigation to assist in the detailed design of the proposed Project as part of a future scope of work.

Deliverables:

- Draft and final Geotechnical Reports in PDF format.
- Subsurface drilling permit.

Assumptions:

- Right-of-entry to private properties for field exploration work will be provided by the District. Information will be provided to assist the District in obtaining these agreements.

- Cost is based on conventional geotechnical subsurface exploration with truck or track-mounted equipment, and no special requirements or procedures.
- Field work will be performed during business hours Monday-Friday, between 7 am-6 pm
- Soil cuttings will be spread in vacant areas near the drilling sites. Additional fees will be required if soil cuttings are to be handled differently.
- No work plan is required for field work. Additional fees will be required if a work plan is required.
- EKI will provide oversight and review the findings of the investigation as they pertain to the design of the Project.

Task 2: Predesign Study

EKI will evaluate alternatives for replacing or rehabilitating the existing 12-inch WS pipeline along the Phase 2 Project alignment other than at the creek crossings. At the two crossings the existing pipe is assumed to be replaced by HDD under the creek. Alternatives for the remaining sections are anticipated to include:

1. Replacing the 12-inch WS pipe by open trench construction methods.
2. Replacing the 12-inch WS pipe by HDD construction methods.
3. Pipebursting the 12-inch WS with new 10-inch HDPE pipe.
4. Lining the 12-inch WS pipe with Flexible Fabric Reinforced Pipe Liner (e.g., Primus Line).
5. Lining the 12-inch WS pipe with fully structural, pressure-rated cured-in-place pipe (CIPP) (e.g., Altra10x [formerly known as Aqua-Pipe]).

As an initial effort, EKI will confirm the feasibility of each alternative and identify any fatal flaws. For alternatives retained for detailed evaluation, EKI will:

- Review and refine the existing basemap to include identified utilities;
- Prepare conceptual alignments and delineate staging areas for the HDD creek crossings;
- Prepare conceptual alignments and delineate staging areas for each retained alternative;
- Prepare conceptual temporary bypass plans that for alternatives that will remove the existing pipe from service over an extended period;
- Compare relative advantages and disadvantages with respect to criteria including potential risks, anticipated construction duration, construction impacts, permitting requirements, temporary and permanent easement requirements, and future operation and maintenance requirements;
- Prepare conceptual opinions of probable costs for the retained alternatives; and,
- Provide recommendations for next steps.

A combination of the retained alternatives may be recommended based on detailed analysis and variable existing conditions. EKI will conduct a workshop at the beginning of the project to review and confirm alternatives to be evaluated and a meeting to present preliminary findings to the District. Based on feedback from the District, EKI will prepare a technical memorandum that summarizes the results of the evaluation and District preferences.

Deliverables:

- Draft and final technical memorandum in electronic format (Word and PDF).

Assumptions:

- EKI will participate in a site walk and workshop with the District to review potential alternatives to evaluate at the beginning of the project.
- EKI will evaluate up to five (5) alternatives for replacing or rehabilitating the pipeline.
- EKI will present preliminary findings to District staff over a teleconference prior to submitting the draft technical memorandum.
- EKI will rely upon existing topographic survey data and aerials. No additional topographic surveying will be completed as part of this scope of work.
- Detailed design, permitting and property acquisition support, bid support, and construction services for the Phase 2 Project would be completed under a separate scope of work.

PROJECT SCHEDULE

The EKI team is prepared to commence work immediately upon execution of this task order. We anticipate that drilling and laboratory testing should be completed in three (3) weeks of obtaining the necessary permitting. The geotechnical report will be completed in three (3) weeks after laboratory testing. Evaluation and preparation of the predesign study draft technical memorandum will be completed within two (2) months of the notice to proceed and the final technical memorandum will be completed within three (3) weeks of receipt of comments on the draft from the District.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 2 January 2025. Based on the proposed Scope of Work described above, we propose a not-to-exceed budget of \$85,500 for the completion of Tasks 1 and 2 as shown by task in Table 1, below, and detailed in Table 2, attached.

Table 1. Proposed Cost by Tasks

Task	Description	Task Total
1	Geotechnical Investigation	\$38,000
2	Predesign Study	\$47,500
Total Estimated Budget		\$85,500

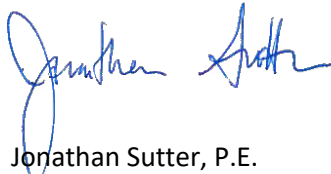
TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Professional Services Agreement.

Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Jonathan Sutter, P.E.
Principal Engineer

Attachments

Figure 1 – Conceptual Map

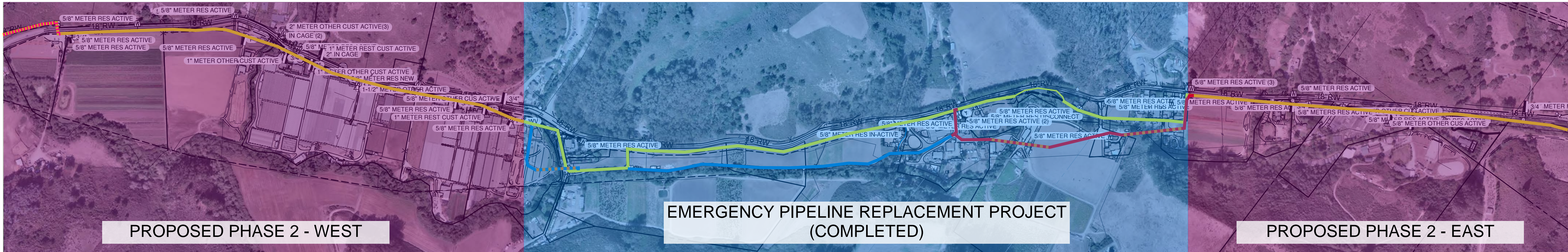
Exhibit 1 – Proposed Boring Locations

Table 2 – Budget Estimate for Proposed Scope of Work

EKI Schedule of Charges, dated 2 January 2025

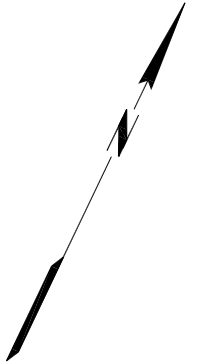
CONCEPTUAL MAP

NOT FOR CONSTRUCTION



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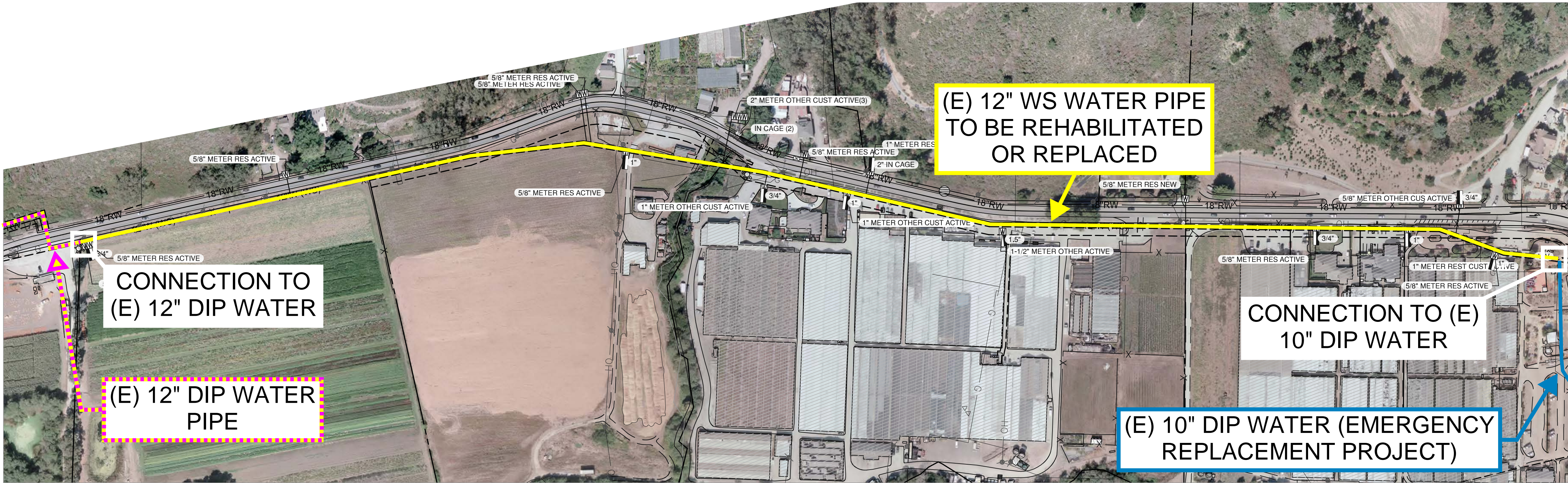
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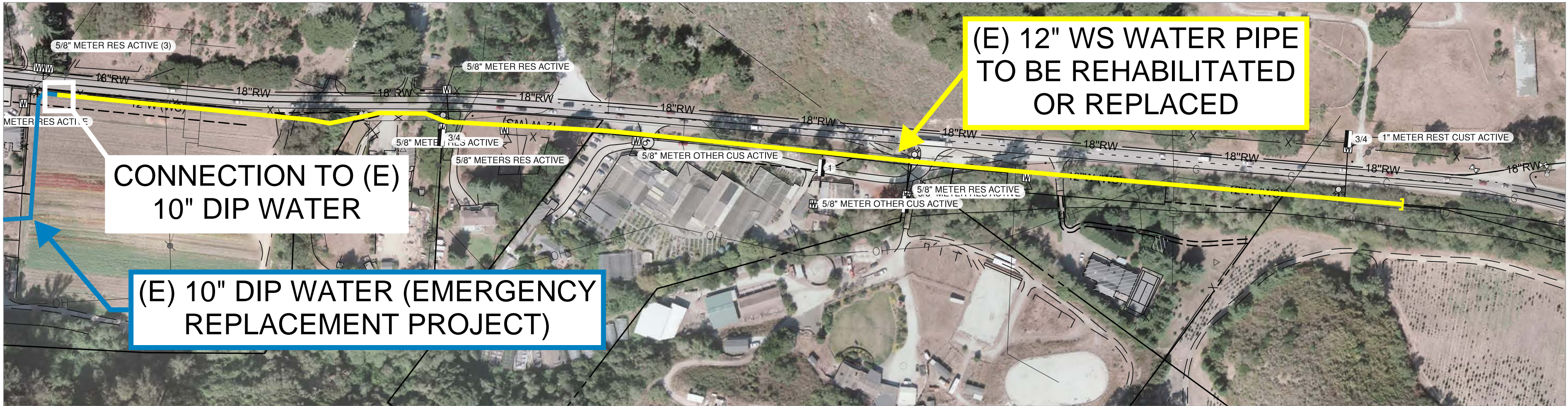
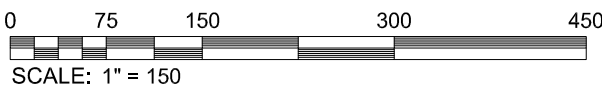
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<p>VERIFY SCALE</p> <p>BAR IS ONE INCH ON ORIGINAL DRAWING.</p> <p>0" 1"</p> <p>IF NOT ONE INCH ON THIS SHEET, SCALE VALUES ACCORDINGLY.</p>					
DATE:					
SCALE:					
DRAWN:					
DESIGNED:					
APPROVED:					
JOB NO.:					
REV.			DESCRIPTION	APPROD.	DATE
<p>HIGHWAY 92 POTABLE WATER PIPELINE PROJECT</p> <p>COASTSIDE COUNTY WATER DISTRICT</p> <p>CONCEPTUAL OVERVIEW MAP</p>					
<p>eki environment & water</p> <p>2001 JUNIPERO SERRA BOULEVARD, SUITE 300 DALY CITY, CALIFORNIA 94014 (650) 292-9100 • FAX (650) 552-9012</p>					

Path: G:\EKL_CONSTRUCTION\DWGS\B0108.01 (CIP PROJECTS)\Hwy 92 File: Hwy92V1.dwg Plot Date: March 22, 2023 - 3:43 PM CADD User: Jordan Gans

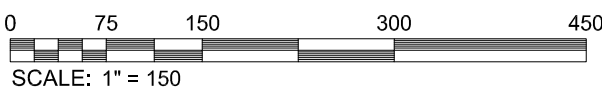
CONCEPTUAL MAP
NOT FOR CONSTRUCTION



PHASE 2 - WEST



PHASE 2 - EAST



VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING.

0 1"

IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

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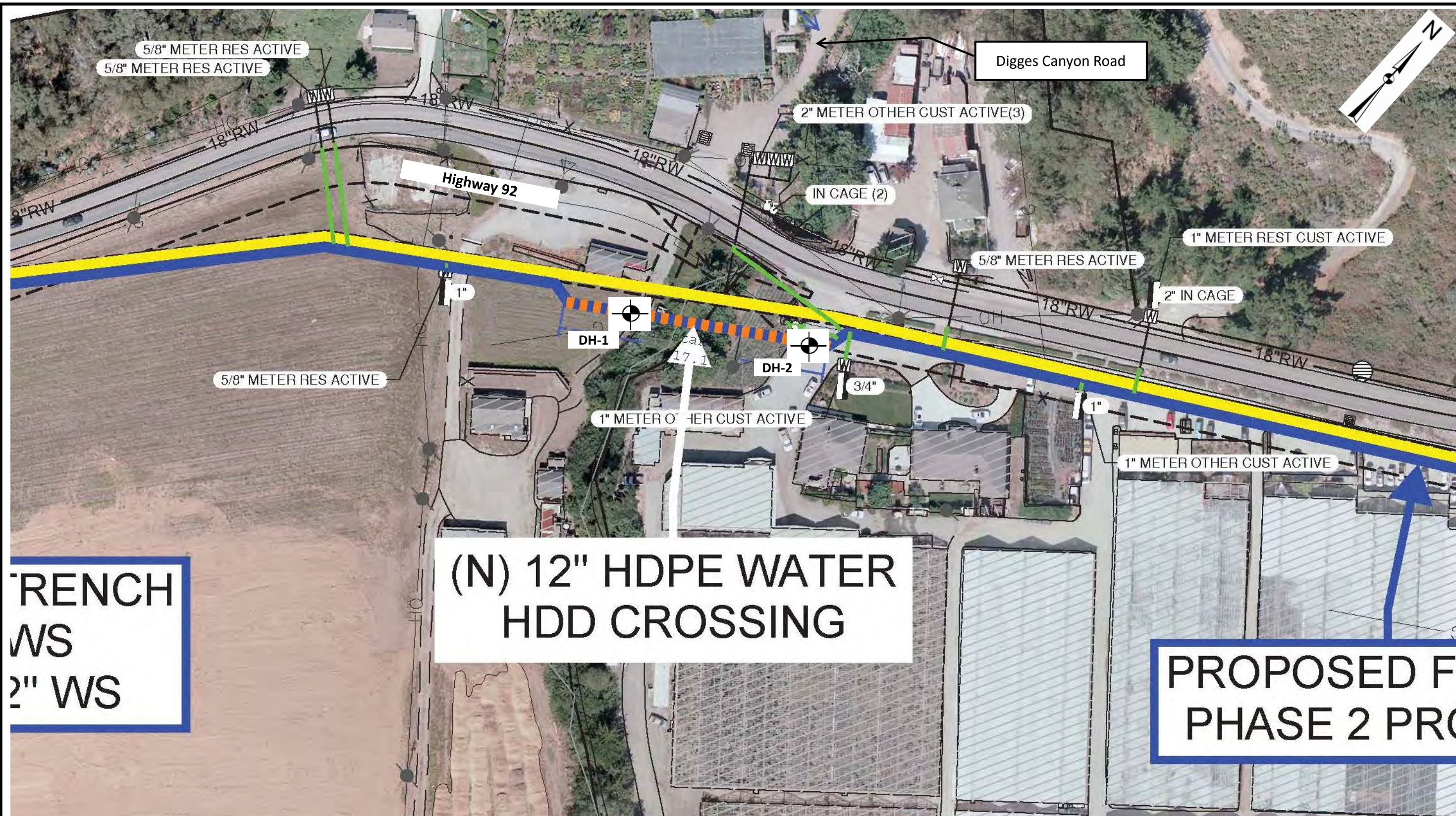
HIGHWAY 92 POTABLE WATER PIPELINE PROJECT

CONCEPTUAL MAP

COASTSIDE COUNTY WATER DISTRICT

eki environment & water

2001 JUNIPERO SERRA BOULEVARD, SUITE 300
JUNIPERO, CA 94031
(650) 232-9100 • FAX (650) 552-9012




TRENCH
WS
2" WS

(N) 12" HDPE WATER
HDD CROSSING

PROPOSED F
PHASE 2 PRO

Legend

 Proposed exploratory boring

Geo-Logic
ASSOCIATES

6300 San Ignacio Avenue,
Suite A
San Jose, California 95119
Phone (408) 778-2818

Drafted By:

Date: February 2023

Checked By:

Revision:

PROPOSED BORINGS @ CROSSING SITE 1
Coastside County Water District Highway 92
Water Line Replacement Project
San Mateo County, California

FIGURE
1
PROJECT
PA23.1005.PR

Table 2. Estimated Fee - Geotechnical Investigation and Predesign Study for Highway 92 Pipeline Project - Phase 2
Coastside County Water District, Half Moon Bay, California
(EKI B80108.50)

TASKS				LABOR COST (\$)	SUBS	OTHER DIRECT COSTS				MARKUP ON DIRECT COSTS	TOTAL DIRECT COSTS	TOTAL	
					Geo-Logic Associates	UNIT	QUANTITY	UNIT COST	TOTAL COST			TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
	G5 Engineer	Jordan Gans, P.E.	Jonathan Sutter, P.E.										
	\$170	\$234	\$343						10%				
Task 1 - Geotechnical Investigation													
Project Management and Communication		4	2	\$1,622								\$1,622	
Geotechnical Investigation		4	2	\$1,622	\$ 31,505					\$3,151	\$34,656	\$36,278	
Communications Fee (EKI Labor Only)							4%	\$3,244			\$130	\$130	
Task 1 Subtotal		8	4	\$3,244	\$31,505					\$3,151	\$34,785	\$38,029	\$38,000
Task 2 - Predesign Study													
Project Management		4	2	\$1,622								\$1,622	
Utility Research and Basemap Refinement	8	4	1	\$2,639								\$2,639	
Site visit and Alternatives Workshop	4	4	4	\$2,988								\$2,988	
Develop Conceptual Pipeline Rehabilitation or Replacement Alternatives (Incl. Temp Bypass Plan)	24	12	8	\$9,632								\$9,632	
Develop Conceptual-Level Cost Estimates	12	10	4	\$5,752								\$5,752	
Prepare Multi-Criteria Alternative Evaluation	16	12	6	\$7,586								\$7,586	
Conference Call to Present Preliminary Findings		4	2	\$1,622								\$1,622	
Prepare Draft and Final Technical Memorandum	24	24	12	\$13,812								\$13,812	
Communications Fee (EKI Labor Only)							4%	\$45,653			\$1,826	\$1,826	
Task 2 Subtotal	88	74	39	\$45,653							\$1,826	\$47,479	\$47,500
TOTALS:	88	82	43	\$48,897	\$31,505					\$3,151	\$36,611	\$85,508	\$85,500

Proposal/Agreement Date: 6 August 2025

EKI Proposal/Project # B80108.50

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

2 January 2025

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	355
Principal Engineer-Scientist	343
Supervising I, Engineer-Scientist	333
Supervising II, Engineer-Scientist	319
Senior I, Engineer-Scientist	306
Senior II, Engineer-Scientist	295
Associate I, Engineer-Scientist	283
Associate II, Engineer-Scientist	267
Engineer-Scientist, Grade 1	248
Engineer-Scientist, Grade 2	234
Engineer-Scientist, Grade 3	215
Engineer-Scientist, Grade 4	193
Engineer-Scientist, Grade 5	170
Engineer-Scientist, Grade 6	148
Project Assistant	139
Technician	133
Senior GIS / Database Analyst	175
CADD Operator / GIS Analyst	152
Senior Administrative Assistant	167
Administrative Assistant	132
Secretary	111

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus ten percent (10%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.

STAFF REPORT

To: Board of Directors

From: Mary Rogren, General Manager

Agenda: August 12, 2025

Report Date: August 8, 2025

Agenda Title: Waive the District's Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Award a Contract to Central Roofing, Inc. for Roof Repairs at the Nunes Water Treatment Plant

Recommendation/Motion:

Waive the District's competitive bidding requirement of Resolution 2016-09 and authorize the General Manager to award a contract to complete generator roof repairs at the Nunes Water Treatment Plant from Central Roofing, Inc. for a not to exceed amount of \$34,300.

Background:

In 2024, the District contracted with Central Roofing, Inc. (Central Roofing) to repair and replace the "lower roof" at Nunes Water Treatment Plant (Nunes), including approximately 3,500 sq ft and which covers the Clearwell, Washwater Recovery Basin, and the Pump Room, and the "upper roof" including approximately 1,500 sq ft and which covers the office area, laboratory, and chlorine generator.

Staff has recently discovered issues with the generator roof at Nunes that also requires repairs.

Determination of Waiving Competitive Bidding Requirements:

The District has utilized Central Roofing to refurbish the roof at the District's main office (in 2020), to replace the roof at the Alves water tank (in 2023), and most recently, to provide the above-mentioned roof repairs at Nunes (in 2024). Staff has been pleased with Central Roofing's work product and lack of change orders.

Given Central Roofing's familiarity with working at Nunes and because there are few qualified providers who are available to complete this project, staff is

STAFF REPORT

Agenda: August 12, 2025

Subject: Nunes Generator Roof Repair

Page : 2

requesting to waive the competitive bidding requirements of Resolution 2016-09 in order to sole source the purchase of services from Central Roofing.

The new roof comes with a 20-year manufacturer's warranty.

Attachments:

EXHIBIT A – Quote from Central Roofing

CENTRAL ROOFING INC.

727 Airport Blvd
 South San Francisco, CA
 940801815
 6505894173
 central.roofing@yahoo.com
 www.centralroofingcal.com



Proposal/Contract

ADDRESS

Todd Smith
 Coast Side Water Department
 Treatment Plant

PROPOSAL/CONTRACT # 7576**CT #****DATE** 06/05/2025**EXPIRATION DATE** 09/05/2025**CONTRACTOR LICENSE #**

412891

ITEM	JOB SPECIFICATION	AMOUNT
Roofing TPO	JOB TO BE PAID PREVAILING WAGE Installation of new TPO Roof 1. Acquire the necessary permits and schedule the necessary inspections. Scaffolding and permit fees included. 1. All laborers are on Central Roofing's General Liability and Workers comp insurance. Certificated provided per customer request. 2. All laborers are certified to install system presented. 3. All projects have a foreman on site daily. 4. All projects have a project manager to answer questions, before, during and after a project. 2. Remove the existing roof down to the wood deck to inspect for dry rot, in preparation to receive the new roof membrane. All wood work done on time and material basis. Dump fees included. 1. All debris loaded into a Central Roofing owned and operated dump truck. 2. Protection of landscaping done per customer request. 3. Remove all existing roofing metals. To include the following. 1. Gravel Stop 2. Heat Vents 3. Pipe Jacks 4. Skylight Flashings 5. Chimney Flashings 4. New materials delivered and roof loaded via Roofing distribution company. 5. Install all new prefabricated TPO boots over base of the existing duct work flashing. 1. New Heating vents and pipe boots 6. Mechanically attach 1/4" dens deck primed over base of roof. to achieve class A fire rating.	26,500.00

If you would like to move forward please sign and return. Payment in full upon completion of job. Credit Card payments have a 3 percent processing fee.

ITEM	JOB SPECIFICATION	AMOUNT
	1. Installed using 3" Iso Plates and 1-1/2" Screws 7. Mechanically attach 1 layer of 60 mil Mule Hide TPO single ply membrane over entire roof surface, curbs and walls. White and Grey colors available 1. Installed using 2-3/8" Seam plates and 1-5/8" Screws 2. Heat weld seams 8. Install new TPO clad scuppers at all drains 9. Install new pre-coated flashing over roof edges. Use metal cap where roof is curbed. 10. Final walk through per customer request. 11. Daily job updates done via phone call, email, or text. Photos available via text 12. Finalize project with the city provide customer a copy of permit. **System carries a 20 year manufacture warranty**	
REPAIR	ROOF REPAIR	7,800.00

1. To replace damaged metal on the two vents

Shelter, Safety, Satisfaction

TOTAL

\$34,300.00

Upon signing a 3 day cancellation notice at no extra charge.

All above work carries a 7 year workmanship guarantee.

Any dry rot work is done on time and material basis at \$95.00 per hour per man.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum stated.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, weather, material or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Accepted By

Accepted Date

If you would like to move forward please sign and return. Payment in full upon completion of job. Credit Card payments have a 3 percent processing fee.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: August 12, 2025

Date: August 8, 2025

Agenda Title: Consider Approval of Resolution 2025-07 Amending the District's Policies and Procedures for Award of Contracts and Approval of Updates to the District's Purchasing Policy

Recommendation/Motion:

- 1) **Adopt Resolution 2025-07 Amending the District's Policies and Procedures for Award of Contracts.**
- 2) **Approve updates to the District's Purchasing Policy.**

Background:

Policies and Procedures for Award of Contracts

Resolution 2016-09 provides that the General Manager or designee may approve contractual agreements, including professional service contracts, construction contracts, and purchases up to a limit of \$30,000. Contracts that are \$30,000 or more requires Board approval at a Board of Directors meeting.

Staff is proposing that the resolution be amended to allow for the President, Vice-President, or a Standing Committee to approve contractual agreements \$30,000 or more and less than \$50,000. Such contracts will be reported to the Board at the next Regular Board of Directors meeting.

Resolution 2012-01 established the \$30,000 limit. Given significant cost increases over the years, allowing the President, Vice-President or a Standing Committee to approve up to \$50,000 provides staff more flexibility in working with contractors and vendors during the month in the District's day-to-day activities.

Please see Exhibit A-1 for a "clean" version of the proposed Resolution 2025-07 and Exhibit A-2 for a redline version.

STAFF REPORT

Agenda: August 12, 2025

Subject: Resolution 2025-07 Award of Contracts and Purchasing Policy Update

Purchasing Policy

District staff recently reviewed the Purchasing Policy and have made some “housekeeping” changes including removing references to the Superintendent position and replacing with the Water Treatment Plant Operations Manager and Water Distribution Operations Manager positions. The Operations Manager positions will have similar authority to the former Superintendent position.

Please see Exhibit B-1 for a “clean” version of the proposed Purchasing Policy update and Exhibit B-2 for a redline version.

Fiscal Impact: none

RESOLUTION NO. 2025-07

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
AMENDING POLICIES AND PROCEDURES FOR AWARD OF CONTRACTS**

WHEREAS, section 54202 of the California Government Code requires all local agencies to adopt policies and procedures, including bidding requirements, for purchase of equipment and supplies; and

WHEREAS, Section 30579.5 of the California Water Code authorizes the Board of Directors of a county water district to delegate to its General Manager and other District officers authority to enter into contracts on behalf of the District; and

WHEREAS, the Board of Directors adopted Resolution No. 2012-01 in March of 2012 in accordance with the aforementioned statutes to establish "Policies and Procedures for Award of Contracts"; and

WHEREAS, the Board of Directors adopted Resolution No. 2016-09 amending said policies and procedures; and

WHEREAS, the Board of Directors desires to amend the policies and procedures as set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastsides County Water District hereby adopts the following Policies and Procedures for Award of Contracts, and repeals Resolution No. 2016-09, effective immediately upon adoption of this Resolution:

Policies And Procedures For Award Of Contracts

For purposes of these Policies and Procedures for Award of Contract, all references to the General Manager mean the General Manager or designee. The General Manager shall name all designees in writing, and the General Manager may change the designees at any time in the sole discretion of the General Manager.

A. Professional Services Contracts

1. Advertising and competitive bidding is not required.
2. The General Manager is authorized to contract with professional consultants when the estimated cost of the services does not exceed \$30,000.
3. Contracts for services when the estimated cost is in excess of \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.

4. Contracts in excess of \$50,000 must be submitted to and approved by the Board of Directors.

B. Construction Contracts

1. When the estimated cost of the work is below \$30,000, the General Manager may award the contract.
2. Contracts for work when the estimated cost is \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.
3. Contracts in excess of \$50,000 must be submitted to and approved by the Board of Directors.
4. When the estimated cost of the work is between \$15,000 and \$50,000, the General Manager shall obtain informal bids but need not formally solicit sealed competitive bids.
5. When the estimated cost of the work exceeds \$50,000, the General Manager shall obtain sealed competitive bids through posting on the District's website and/or soliciting from a list of contractors known to provide the services, and by implementing other means appropriate for the particular construction project to maximize the number of responsive and responsible bidders.
6. The foregoing policies are not intended to preclude the General Manager from utilizing District employees to carry out work on a force account basis.

C. Purchase of Equipment and Supplies, Including Vehicles

1. When the estimated cost of materials or supplies is below \$30,000, the General Manager may award the contract.
2. Contracts for materials or supplies when the estimated cost is \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.
3. Contracts in excess of \$50,000 must be submitted to and approved by the Board of Directors.
4. When the estimated cost of materials or supplies is between \$15,000 and \$50,000, the General Manager shall obtain informal bids but need not formally solicit sealed competitive bids.

5. When the estimated cost of materials or supplies exceeds \$50,000, the General Manager shall obtain sealed competitive bids through posting on the District's website and/or soliciting from a list of contractors, vendors, or manufacturers known to provide the services, equipment or supplies, and by implementing other means appropriate for the particular procurement to maximize the number of responsive and responsible bidders.

D. Change Orders/Contract Amendments

1. Where the original contract amount is \$30,000 or less, the General Manager is authorized to approve change orders or contract amendments up to an amount that, when combined with the original contract amount, does not exceed \$30,000.
2. Where the original contract amount exceeds \$30,000, the General Manager is authorized to approve change orders or contract amendments when (i) total change orders or contract amendments for the project cumulatively do not exceed the greater of 10% of the original contract amount or \$30,000, and (ii) the change order or contract amendment does not exceed \$30,000.

In the event that the cumulative total of such change orders or contract amendments is greater than ten percent (10%) of the original contract amount, the General Manager shall also notify the Board of Directors at the next Board meeting.

3. All other change orders and contract amendments must be submitted to and approved by the Board of Directors.

E. Sole Source Procurements

1. Regardless of the estimated cost of the procurement, the General Manager is not required to obtain bids, either formal or informal, when procuring materials, supplies, equipment or services for which there exists only one source of supply. For sole source procurements, the General Manager need only solicit a quote, bid or proposal from one source.
2. The General Manager may proceed with a sole source procurement when the requirements for the items or services to be procured are so unusual or distinct as to narrow the possible sources down to one, for example, with the procurement of replacement parts for brand name equipment or machinery, or with a contract amendment or change order that is not within the scope of the original contract. The General Manager may also proceed with a sole source of procurement if, after solicitation from a number of sources, competition is determined to be inadequate.

3. When the estimated cost of the sole source procurement is \$30,000 or more but less than \$50,000, the President, Vice-President, or a Standing Board Committee may approve the procurement. When the estimated cost of any sole source procurement exceeds \$50,000, the procurement must be submitted to and approved by the Board of Directors.
4. For all sole source procurements, the General Manager shall document the basis for proceeding with the sole source procurement.

F. Waivers

1. **Board Waiver:** The Board of Directors may waive any or all of the above requirements when the Board determines it is in the best interest of the District.
2. **General Manager Waivers - Emergencies**
 - a. For contracts that require Board approval, the General Manager may waive any or all of the procedural requirements set forth in this policy without prior Board approval in an "emergency." An "emergency" includes, but is not limited to, (1) a breakdown of essential District services, and (2) field conditions that indicate an immediate threat to the public or employee safety or other significant impact to District facilities.
 - b. The General Manager shall advise the President of the Board or other Director, as soon as practicable, of any emergency. The General Manager must provide a full report of the action taken due to an emergency to the Board of Directors at the next Board meeting following the emergency condition.

PASSED AND ADOPTED this twelfth day of August 2025 by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

Glenn Reynolds, President
Board of Directors

Mary Rogren, General Manager
Secretary of the Board

RESOLUTION NO. ~~2016-09~~2025-07

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
AMENDING POLICIES AND PROCEDURES FOR AWARD OF CONTRACTS**

WHEREAS, section 54202 of the California Government Code requires all local agencies to adopt policies and procedures, including bidding requirements, for purchase of equipment and supplies; and

WHEREAS, Section 30579.5 of the California Water Code authorizes the Board of Directors of a county water district to delegate to its General Manager and other District officers authority to enter into contracts on behalf of the District; and

WHEREAS, the Board of Directors adopted Resolution No. 2012-01 in March of 2012 in accordance with the aforementioned statutes to establish "Policies and Procedures for Award of Contracts"; and

WHEREAS, the Board of Directors ~~desires to amend~~adopted Resolution No. 2016-09 amending said policies and procedures; ~~and as set forth herein.~~

WHEREAS, the Board of Directors desires to amend the policies and procedures as set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastsides County Water District hereby adopts the following Policies and Procedures for Award of Contracts, and repeals Resolution No. ~~2012-01~~2016-09, effective immediately upon adoption of this Resolution:

Policies And Procedures For Award Of Contracts

For purposes of these Policies and Procedures for Award of Contract, all references to the General Manager mean the General Manager or designee. The General Manager shall name all designees in writing, and the General Manager may change the designees at any time in the sole discretion of the General Manager.

A. Professional Services Contracts

1. Advertising and competitive bidding is not required.
2. The General Manager is authorized to ~~employ contract with~~ professional consultants ~~where when~~ the estimated cost of ~~work the services~~ does not exceed \$30,000.
3. Contracts for services when the estimated cost is in excess of \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.

4. ~~—~~Contracts in excess of \$~~5~~30,000 must be submitted to and approved by the Board of Directors.

B. Construction Contracts

1. When the estimated cost of the work is below \$30,000, the General Manager may award the contract~~—~~.
2. Contracts for work when the estimated cost is \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.
- ~~1.3.~~ Contracts in excess of \$50,000 must be submitted to and approved by the Board of Directors.
- ~~2.4.~~ When the estimated cost of the work is between \$15,000 and \$~~30~~50,000, the General Manager shall obtain informal bids but need not formally solicit sealed competitive bids.
5. When the estimated cost of the work exceeds \$~~30~~50,000, the General Manager shall obtain sealed competitive bids through posting on the District's website and/or soliciting from a list of contractors known to provide the services, and by implementing other means appropriate for the particular construction project to maximize the number of responsive and responsible bidders.
- ~~3.~~
- ~~4.6.~~ The foregoing policies are not intended to preclude the General Manager from utilizing District employees to carry out work on a force account basis.

C. Purchase of Equipment and Supplies, Including Vehicles

1. When the estimated cost of materials or supplies is below \$30,000, the General Manager may award the contract.
2. ~~—~~Contracts for materials or supplies when the estimated cost is in excess of \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.
- ~~1.3.~~ Contracts in excess of \$50,000 must be submitted to and approved by the Board of Directors.

~~2.4.~~ When the estimated cost of materials or supplies is between \$15,000 and ~~\$30,000~~\$50,000, the General Manager shall obtain informal bids but need not formally solicit sealed competitive bids.

5. When the estimated cost of materials or supplies exceeds ~~\$30~~50,000, the General Manager shall obtain sealed competitive bids through posting on the District's website and/or soliciting from a list of contractors, vendors, or manufacturers known to provide the services, equipment or supplies, and by implementing other means appropriate for the particular procurement to maximize the number of responsive and responsible bidders.:-

~~3.~~

D. Change Orders/Contract Amendments

1. Where the original contract amount is \$30,000 or less, the General Manager is authorized to approve change orders or contract amendments up to an amount that, when combined with the original contract amount, does not exceed \$30,000.

2. Where the original contract amount exceeds \$30,000, the General Manager is authorized to approve change orders or contract amendments when (i) total change orders or contract amendments for the project cumulatively do not exceed the greater of 10% of the original contract amount or \$30,000, and (ii) the change order or contract amendment does not exceed \$30,000.

~~a.~~—— In the event that the cumulative total of such change orders —— or contract amendments is greater than ten percent (10%) of ~~the~~ original contract amount, the General Manager shall also —— notify the Board of Directors at the next Board meeting.

3. All other change orders and contract amendments must be submitted to and approved by the Board of Directors.

E. Sole Source Procurements

1. Regardless of the estimated cost of the procurement, the General Manager is not required to obtain bids, either formal or informal, when procuring materials, supplies, equipment or services for which there exists only one source of supply.:-
. For sole source procurements, the General Manager need only solicit a quote, bid or proposal from one source.

2. The General Manager may proceed with a sole source procurement when the requirements for the items or services to be procured are so unusual or distinct as to narrow the possible sources down to one, for example, with the procurement of replacement parts for brand name equipment or machinery, or with a contract amendment or change order that is not within the scope of the original contract.

The General Manager may also proceed with a sole source of procurement if, after solicitation from a number of sources, competition is determined to be inadequate.

3. When the estimated cost of the sole source procurement is \$30,000 or more but less than \$50,000, the President, Vice-President, or a Standing Board Committee may approve the procurement. When the estimated cost of any sole source procurement exceeds ~~\$30~~50,000, the procurement must be submitted to and approved by the Board of Directors.
4. For all sole source procurements, the General Manager shall document the basis for proceeding with the sole source procurement.

F. Waivers

1. **Board Waiver:** The Board of Directors may waive any or all of the above requirements when the Board determines it is in the best interest of the District.
2. **General Manager Waivers - Emergencies**
 - a. For contracts that require Board approval, the General Manager may waive any or all of the procedural requirements set forth in this policy without prior Board approval in an "emergency." An "emergency" includes, but is not limited to, (1) a breakdown of essential District services, and (2) field conditions that indicate an immediate threat to the public or employee safety or other significant impact to District facilities.
 - b. The General Manager shall advise the President of the Board or other Director, as soon as practicable, of any emergency. The General Manager must provide a full report of the action taken due to an emergency to the Board of Directors at the next Board meeting following the emergency condition.

PASSED AND ADOPTED this twelfth day of ~~July 2016~~August 2025 by the following votes of the Board of Directors:

AYES: ~~Directors Coverdell, Feldman, and Mickelsen, Vice President Reynolds and President~~
~~—Glassberg~~

NOES:

ABSENT:

~~Arnie Glassberg~~Glenn Reynolds, President

Board of Directors

~~David R. Dickson~~Mary Rogren, General Manager
Secretary of the Board

DRAFT 8.12.2025

Coastside County Water District

Purchasing Policy

The following are general guidelines for purchasing items other than on District Capital Improvement Projects.

Petty Cash

Any purchases made by District employees or Directors for supplies or services with a value of \$100 or less may be reimbursed through petty cash. A “Reimbursement for Expenses” form shall be completed and approved before petty cash is disbursed. Any non-routine purchase made with petty cash should be pre-approved by Assistant General Manager of Finance and Administration, Water Treatment Plant Operations Manager, Water Distribution Operations Manager, or Administrative Services Manager.

Business Expenses and Employee Purchases over \$100

Any purchases made for supplies or services with a value over \$100 will be reimbursed by check during the regular monthly accounts payable processing. Meeting and related travel expenses over \$100 will not be reimbursed through petty cash.

Meeting and related travel expenses must be pre-approved in advance by the Water Treatment Plant Operations Manager, Water Distribution Operations Manager, Administrative Services Manager, Assistant General Manager of Finance and Administration, or General Manager. A “Reimbursement for Expenses” form shall be completed and approved by the employee’s manager before payment. Expenses incurred over \$5,000 require the approval of the Assistant General Manager of Finance and Administration, or General Manager prior to reimbursement.

Credit Cards

Credit Cards will be issued to the General Manager, Assistant General Manager of Finance and Administration, Water Treatment Operations Manager, Water Distribution Operations Manager and the Administrative Services Manager. A purchase order may need to be completed and approved prior to using the credit card as per the “Purchase Order Requirements” section below. All credit card invoices are reviewed and approved on a monthly basis by the Administrative Services Manager and Assistant General Manager of Finance and Administration or General Manager.

Purchase Order Requirements

Once a vendor has been selected to supply specific items or services, a Purchase Order must be completed for any purchase exceeding \$500. The Purchase Order must have a complete listing and description of the items/services including a reason for the purchase and have the proper authorization prior to making a commitment to purchase.

1. Expenditures under \$500
 - A Purchase Order is not required.
 - Needs verbal approval by one of the following:

- Administrative Services Manager
- Treatment Supervisor or Distribution Supervisor
- Water Treatment Plant Operations Manager
- Water Distribution Operations Manager
- Assistant General Manager of Finance and Administration; or
- General Manager

2. Expenditures \$500 - \$5,000

- Requires a Purchase Order
- Needs written approval on the Purchase Order by one of the following:
 - Administrative Services Manager
 - Water Treatment Plant Operations Manager
 - Water Distribution Operations Manager
 - Assistant General Manager of Finance and Administration; or
 - General Manager

3. Expenditures \$5,000 - \$15,000

- Requires a Purchase Order
- Needs written approval on the Purchase Order by the General Manager or Assistant General Manager of Finance and Administration
- Requires two (2) informal quotes (in writing, by phone, fax, or email.)

4. Expenditures Greater Than \$15,000

- (See Policies and Procedures for Award of Contracts)

5. New Vendors

- New vendors must be pre-approved by the Assistant General Manager of Finance and Administration or Administrative Services Manager.
- New vendors are generally required to complete a W9 or other tax form depending on the type of entity prior to payment by the District.

Vendors Not Requiring Purchase Orders

1. Agencies that bill monthly such as other utility companies (phone, water, electrical, gas,) fuel, garbage, or yard stock (rock, gravel).
2. Companies that have an open account with the District such as Hassett Hardware (ACE) and rentals.

Blanket Purchase Orders

A blanket purchase order may be used for frequently needed supplies or services from the same supplier. Blanket purchase orders are established per fiscal year and allow the department to order directly from the supplier. The blanket purchase order contains ordering and billing instructions, a price agreement, and a description of the goods or services that can be ordered.

ACCOUNTING PROCEDURES

1. All purchases must be approved either verbally or in writing (see purchase order section)
2. If a purchase order is required:
 - a. Requestor completes the purchase order, including the expense or project account number, signature, and vendor information. The requestor forwards it (with quotes, if needed) first to his or her supervisor for approval and then to a Manager as outlined in “Purchase Order Requirements” section above.
 - b. For Operations purchases, the Water Treatment Operations Manager or Water Distribution Operations Manager gives approval by initialing the purchase order, then forwards it to the General Manager or Assistant General Manager of Finance and Administration for approval if over \$5,000. Approved purchase order white and yellow copies go to Accounts Payable
 - c. Upon receipt of the product or service, the requestor notes that the purchase order is complete on the pink copy and forwards it to Accounts Payable with all invoices and packing slips.
 - d. Invoices are then matched up with the purchase order or packing slips and then coded by the Accounts Payable department with the vendor number, account number(s) and amount(s).
3. The invoices are then routed to the Administrative Services Manager and/or Water Treatment Operations Manager or Water Distribution Operations Manager for approval. Final approval is then obtained by the General Manager or Assistant General Manager of Finance and Administration.
 - a. Invoices are then processed in the District’s ERP System by Accounts Payable, and a final proof list is reviewed by the Assistant General Manager of Finance and Administration or Administrative Services Manager and General Manager before checks are printed and mailed/distributed.
4. Invoices that are received on or before the 25th of the month will generally be paid by the end of the same month.
5. All claims are placed on the monthly agenda of the Regular Meeting of the Board of Directors for approval.

Check Signing/Authorization

The purpose of this policy is to establish check signing guidelines for the Coastside County Water District Operating and Payroll accounts.

1. The General Manager, Assistant General Manager of Finance and Administration, Administrative Services Manager, President and Vice President of the Board of Directors may sign checks on behalf of the Coastside County Water District bank accounts.

2. All checks under \$25,000 will only require one signature and may be signed by the General Manager, Assistant General Manager of Finance and Administration, or Administrative Services Manager.
3. All checks \$25,000 and over shall bear two signatures, one of which will be the General Manager, Assistant General Manager of Finance and Administration, or Administrative Services Manager.
4. The Second signature may be that of either the President or Vice President of the Board of Directors.
5. Signature cards for the District's bank are to be updated annually after any change of District personnel or election of officers.

- *Original Purchase Order Policy approved by the Finance Advisory Committee on April 30, 2007 and by Board Approval on May 8, 2007*
- *Amended and Approved January 13, 2009, August 9, 2016, August 12, 2025.*

Coastside County Water District

Purchasing Policy

The following are general guidelines for purchasing items other than on District Capital Improvement Projects.

Petty Cash

Any purchases made by District employees or Directors for supplies or services with a value ~~to~~ of \$100 or less ~~that has been pre-expended by District employees and Directors~~ may be reimbursed through petty cash. ~~—~~ A “Reimbursement for Expenses” form shall be completed and approved before petty cash is ~~rendered~~ disbursed. ~~—~~ Any non-routine purchase made with petty cash should be pre-approved by Assistant General Manager of Finance and Administration, Superintendent of Operations, Water Treatment Plant Operations Manager, Water Distribution Operations Manager, or Office Administrative Services Manager.

Business Expenses and Employee Purchases over \$100

Any purchases made for supplies or services with a value over \$100 will be reimbursed by check during the regular monthly accounts payable processings. ~~—~~ Meeting and related travel expenses over \$100 will not be reimbursed though petty cash.

Meeting and related travel expenses must be pre-approved in advance by the Water Treatment Plant Operations Manager, Water Distribution Operations Manager, Administrative Services Manager, Assistant General Manager of Finance and Administration, or General Manager. .A “Reimbursement for Expenses” form shall be completed and approved by the employee’s manager before payment. — Approval is required by the Superintendent, Office Expenses incurred over \$5,000 require the approval of the Manager, Assistant General Manager of Finance and Administration, or General Manager prior to expenditures for business expenses reimbursement.

Credit Cards

Credit Cards ~~will holders be issued to~~ are the General Manager, Assistant General Manager of Finance and Administration, Superintendent Water Treatment Operations Manager, Water Distribution Operations Manager and the Office Administrative Services Manager. ~~—~~ A purchase order may need to be completed and approved prior to using the credit card as per the “Purchase Order Requirements” section below. — All credit card invoices are reviewed and approved on a monthly basis by the Office Administrative Services Manager and, Assistant General Manager of Finance and Administration, or General Manager.

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Once a vendor has been selected to supply specific items or services, a Purchase Order must be completed for any purchase exceeding \$500. ~~—~~ The Purchase Order must have a complete listing and description of the items/services including a reason for the purchase and have the proper authorization prior to making a commitment to purchase. —

1. Expenditures under \$500

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- Needs verbal approval by one of the following:
 - ~~Office~~ Administrative Services Manager
 - ~~Treatment Supervisor or Distribution Supervisor~~Supervisor,
 - ~~Superintendent~~Water Treatment Plant Operations Manager
 - Water Distribution Operations Manager;
 - Assistant General Manager of Finance and Administration; or
 - General Manager

2. Expenditures \$500 - \$5,000

- Requires a Purchase Order
- Needs written approval on the Purchase Order by one of the following:
 - Administrative Services Manager
 - Water Treatment Plant Operations Manager
 - Water Distribution Operations Manager
 - Assistant General Manager of Finance and Administration; or
 - General Manager ~~General Manager, Assistant General Manager, Superintendent or Office Manager~~

3. Expenditures \$5,000 - \$15,000

- Requires a Purchase Order
- Needs written ~~or verbal~~ approval on the Purchase Order by the General Manager or Assistant General Manager of Finance and Administration
- Requires two (2) informal quotes (in writing, by phone, ~~fax~~fax, or email.)

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-

Vendors Not Requiring Purchase Orders

1. Agencies that bill ~~on a monthly basis~~monthly such as other utility companies (phone, water, electrical, gas,) fuel, garbage, or yard stock (rock, gravel), ~~etc...~~
2. Companies that have an open account with the District such as, Hassett Hardware (ACE) and ~~&~~rentals.

Blanket Purchase Orders

A blanket purchase order may be used for frequently needed supplies or services from ~~a the~~ same supplier. Blanket purchase orders are established per fiscal ~~year, and year and~~ allow the department to order directly from the supplier. The blanket purchase order contains ordering and billing instructions, a price agreement, and a description of the goods or services that can be ordered.

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2. If a purchase order is required:
 - a. Requestor completes ~~the PO~~purchase order, including ~~the expense or~~ project account number, ~~signature~~signature, and vendor information.—. The requestor forwards it (with quotes, if needed) ~~first to his or her supervisor for approval and then to a Manager as outlined in “Purchase Order Requirements” section above to the Assistant General Manager, Superintendent or Office Manager. Also, receives supervisor initial if appropriate.~~
 - b. ~~For Operations purchases, Upon approval, Superintendent the Water Treatment Operations Manager or Water Distribution Operations Manager~~ gives approval by initialing ~~the PO~~purchase order, then ~~forwardsforwards it to the~~ General Manager or Assistant General Manager ~~of Finance and Administration~~ for approval if over \$5,000. Approved ~~P.O.~~purchase order white and yellow copies go to Accounts Payable
 - c. Upon receipt of the product or service, ~~the~~ requestor notes ~~PO that the purchase order~~ is complete on ~~the~~ pink copy and forwards ~~it~~ to Accounts Payable with all invoices and packing slips.
 - d. Invoices are then matched up with ~~PO the purchase order~~ or ~~Packing~~packing slips and then coded by the Accounts Payable department with the vendor number, account number(s) and amount(s).
3. The invoices are then ~~given routed to either the Office Administrative Services Manager and/or Superintendent Water Treatment Operations Manager or Water Distribution Operations Manager for approval.—. After review by the OM and Superintendent, final~~Final approval is ~~then made-obtained~~ by the General Manager or Assistant General Manager ~~of Finance and -Administration.~~
 - e.a. Invoices are then ~~processed in the District’s ERP System by entered into the Accounts Payable, by the Office Specialist. A and a~~ final proof list is reviewed by the Assistant General Manager ~~of Finance and Administration~~ or ~~Office Administrative Services Manager and General Manager~~ before checks are printed and mailed/distributed.
4. Invoices that are received on or before the 25th of the month will generally be paid by the end of the same month.

5. All claims are placed on the monthly agenda ~~for of the Regular Meeting of the~~ Board of Directors for approval.

Check Signing/Authorization

The purpose of this policy is to establish check signing guidelines for the Coastside County Water District Operating and Payroll accounts.

1. The General Manager, Assistant General Manager of Finance and Administration, ~~Superintendent of Operations, Office~~Administrative Services Manager, President and Vice President of the Board of Directors may sign checks on behalf of the Coastside County Water District bank accounts.
2. All checks under \$25,000 will only require one signature and may be signed by the General Manager, Assistant General Manager of Finance and Administration, ~~Superintendent of Operations~~ or ~~Office~~Administrative Services Manager.
3. All checks \$25,000 and over shall bear two signatures, one of which will be the General Manager, Assistant General Manager of Finance and Administration, ~~Superintendent,~~ or ~~Office~~Administrative Services Manager.
4. The Second signature may be that of either the President or Vice President of the Board of Directors.
- 4.5. Signature cards for the District's bank are to be updated annually after any change of District personnel or election of officers.

- *Original Purchase Order Policy approved by the Finance Advisory Committee on April 30, 2007 and by Board Approval on May 8, 2007*
- *Amended and Approved January 13, 2009, August 9, 2016, August 12, 2025.*

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: August 12, 2025

Date: August 8, 2025

Agenda Title: 2024-2025 County of San Mateo Civil Grand Jury Report: "Will the Next Big One Leave You High and Dry?" - Discussion

For Discussion Only

Background:

On July 8, 2025, the County of San Mateo Civil Grand Jury issued a report entitled "Will the Next Big One Leave You High and Dry" which focuses on the question, are the County's water providers prepared to supply water to customers in the event of an emergency?

As noted in the July 8, 2025 report, this study is a follow-up to a 2021-22 investigation of (12) County water providers (including the District.) As a result of the 2021-22 study, the Grand Jury recommended that the County water providers make improvements to their emergency preparedness exercises and after action reporting and analysis consistent with their emergency response plans and to develop plans to increase emergency water storage and emergency fuel storage. In addition, the Grand Jury recommended that the County Department of Emergency Management develop a plan to coordinate disaster response with County water providers. The purpose of the 2024-2025 update was to determine if progress had been made in implementing improvements to emergency preparedness of the County's water providers.

The 2024-2025 updated study followed up with (3) providers on the Peninsula (Estero Municipal Improvement District, Redwood City, and East Palo Alto) and the (2) providers on the coast, Coastside County Water District and Montara Water and Sanitary District. The Grand Jury also met with San Mateo County's Department of Emergency Management.

The Grand Jury came up with six "findings" and six "recommendations." Findings and recommendations are shown on pages 11-12 of the study and apply only to the governing bodies identified under the "Request for Responses" grid shown on page 12

STAFF REPORT

Agenda: August 12, 2025

Subject: Civil Grand Jury Report

Page 2

of the report. As shown in the grid, none of the findings or recommendations were found to be applicable for Coastside County Water District so no response is required.

On Page 18 is a summary of the Grand Jury's findings on Coastside County Water District. The District's emergency water storage and fuel storage are adequate (as per the Grand Jury's benchmark) and the District was also able to demonstrate and share documentation on its emergency preparedness activities, after action reporting, and exercise drills.

In summary, the Civil Grand Jury report was favorable for the District. Emergency preparedness is a key priority for District staff, and staff regularly participate in exercises, training, and drills both internally and with other agencies. Staff have also met regularly after emergency events or exercise drills to analyze actions taken and lessons learned and to prepare after action reports. In addition, in 2022, the District installed a 5,000 gallon fuel tank that will provide fuel for the District's generators and vehicles for 20+ days in the event of an emergency. The Carter Hill tank project currently under construction will add 1 Million Gallons of storage to the District's infrastructure.

District staff understand that we can never be complacent about emergency preparedness and particularly given the District's isolated location on the San Mateo County coast. The District must continue to look for opportunities to make improvements to the District's resiliency and to safeguard the District's water supply in the event of an emergency.



Will the Next Big One Leave You High and Dry?



Release Date: July 8, 2025

ISSUE

To what extent are water providers in San Mateo County prepared to supply water to customers in the event of a major catastrophe such as an earthquake, wildfire, tsunami, etc.?

SUMMARY

This report builds on the findings from the 2021–22 San Mateo Civil Grand Jury report titled *“The Other Water Worry: Is Your Water Provider Prepared for the Big One?”* Parts of the background, legal details, and discussion have been taken directly or adapted from that earlier report, where the facts remain accurate and relevant. All new findings and suggestions in this report reflect the 2024–25 Grand Jury’s investigation.

San Mateo County faces several kinds of disasters—both natural and man-made—that may need an emergency response. These include wildfires, strong earthquakes, tsunamis, cyberattacks, and the intentional poisoning of water supplies. The San Francisco Public Utilities Commission (SFPUC) expects to restore access to the Hetch Hetchy Water System within 72 hours of a major earthquake. However, some County water providers don’t have enough backup water or power to run pumps and generators for three full days.

The 2021–22 Grand Jury investigated 12 County water providers. At that time, each had a formal Emergency Response Plan (ERP) as required by the Environmental Protection Agency (EPA), but none had written After-Action Reports (AARs) to show the results of their emergency drills. We followed up with the following providers: Estero Municipal Improvement District, Redwood City, and East Palo Alto to see if their testing, review, and improvement processes had gotten better. We also looked at two coastside water districts, Coastsides County Water District and Montara Water and Sanitary District, because their location makes them more isolated.

We found a big weakness in disaster planning. Although every provider had done tabletop exercises, only a few did hands-on drills, and none had run full-scale emergency exercises. This raises serious concerns about whether they are ready for a real crisis.

We also met with San Mateo County’s Department of Emergency Management (SMCEM, also known as the Department of Emergency Management or DEM). Even though the Department is in charge of coordinating emergency response, they have had minimal contact with water providers. They also do not track how much emergency water is available or whether local systems could keep providing water during a disaster.

SMCEM should create a disaster plan that follows EPA guidelines and work closely with local water providers. These providers need to improve their emergency readiness by making sure they

have enough stored water and fuel to last at least three days. They also need to follow their ERPs and carry out drills, then write AARs to show what they learned.

SMCEM is also responsible for initiating and managing the Multijurisdictional Local Hazard Mitigation Plan, last published in 2021. To ensure transparency and progress, the Grand Jury recommends that by October 31, 2026, SMCEM report on how the 2021 mitigation projects are moving forward. They should also set up a system to follow up and report on the 2026 Local Hazard Mitigation Plan once it is released.

BACKGROUND

Water Matters

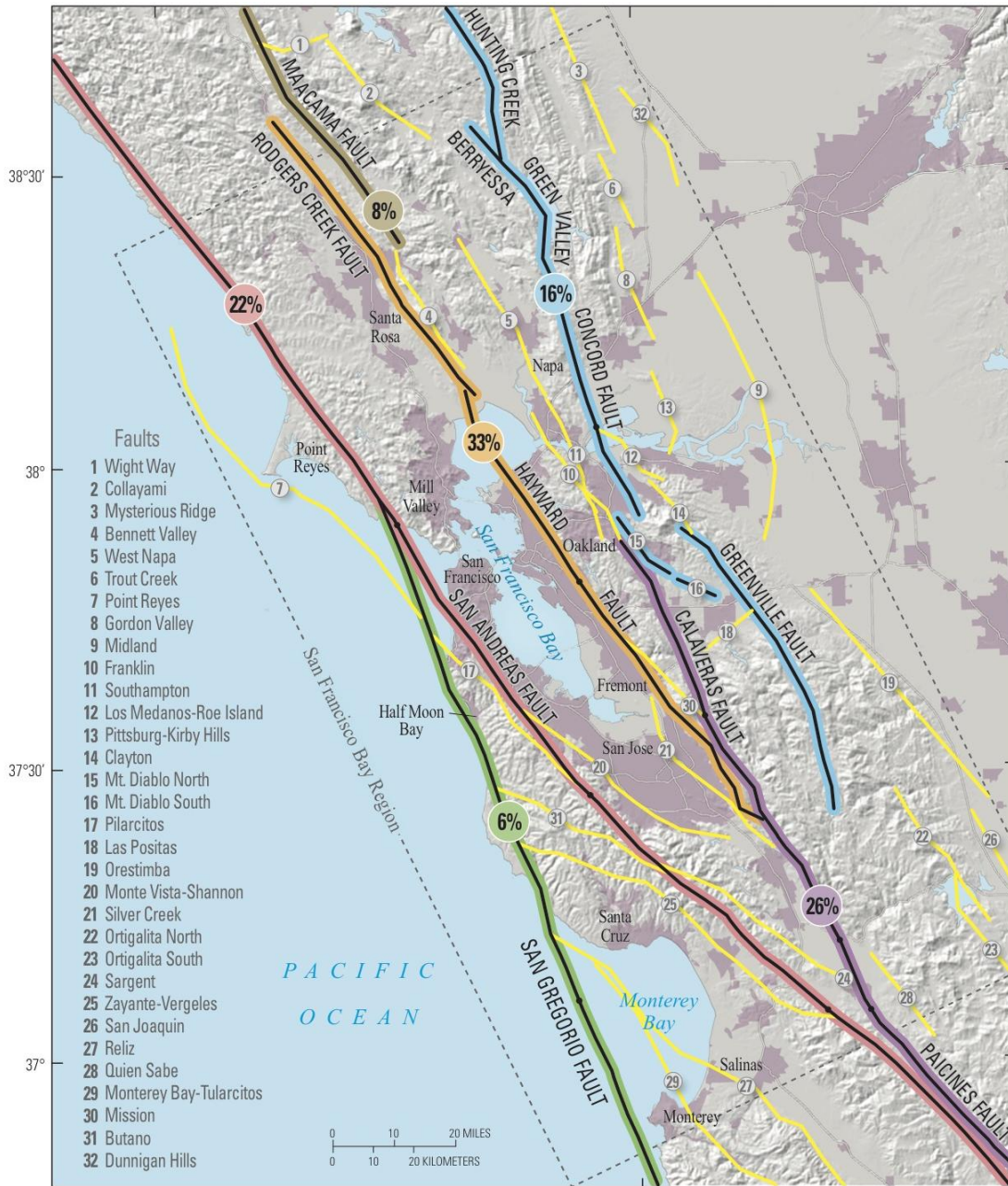
Clean drinking water is a basic service that everyone depends on. However, it can be at risk from earthquakes, fires, floods, terrorism, and drought.

Earthquakes (Will) Happen

The U.S. Geological Survey says there is a 72% chance that a magnitude 6.7 earthquake will hit the San Francisco Bay Area in the next 30 years. The San Andreas Fault, which caused the major 1906 earthquake in San Francisco (magnitude 7.8), runs through San Mateo County. The Hayward Fault runs through the East Bay¹ and is also expected to cause a large quake that could damage key infrastructure. In Figure 1, each colored circle shows the chance of a 6.7 or stronger earthquake happening on a fault by 2043. Thick, colored lines show major plate boundary faults. Thin yellow lines mark more minor faults.

¹ USGS, "Earthquake outlook for the San Francisco Bay region 2014–2043," Accessed May 2, 2025, <https://pubs.usgs.gov/publication/fs20163020>

Figure 1: Map of Earthquake Outlook for the San Francisco Bay Region 2014–2043²



² Map of known active geologic faults in the San Francisco Bay region | U.S. Geological Survey, Accessed May 2, 2025, <https://www.usgs.gov/media/images/map-known-active-geologic-faults-san-francisco-bay-region>

Risk and Resilience Assessment (RRA)³

Under Section 1433 of the Safe Drinking Water Act (SDWA), which was updated in 2018 by America's Water Infrastructure Act (AWIA), community water systems that serve more than 3,300 people must complete a risk and resilience assessment (RRA) and create an emergency response plan⁴.

An RRA looks at the risks, threats, and possible damage from different hazards. According to the law, the RRA must cover:

- Risks from natural disasters and harmful human actions
- Strength of the system's parts, including pipes, water sources, treatment and storage sites, and automated systems
- How the system is monitored
- Financial systems that support the water system
- How the system uses, stores, or handles chemicals
- How the system is operated and maintained

Water systems must complete the RRA and send proof to the U.S. Environmental Protection Agency by the required deadlines. Every five years, they must review and, if needed, update the RRA and submit a new certification to the EPA.

Emergency Response Plan (ERP)⁵

Each community water system (CWS) must complete or update its ERP within six months after finishing its RRA. The ERP should include:

- Steps and tools to make the system stronger and more secure, including protection against physical and cyber threats.
- Plans, procedures, and equipment to use if a disaster or attack makes it hard to provide clean drinking water.
- Ways to reduce the effects of disasters or attacks on public health and water supply such as using backup water sources, moving water intakes, or building flood barriers.
- Methods to help detect threats that could harm the system.

After finishing the ERP, the EPA recommends training staff and partners on what's in the plan and what their roles are. A long-term training and practice schedule helps make sure both experienced and new team members know how to respond.⁶

³ EPA/AWIA, RRA Requirements and Assistance Resources for CWSs that Serve More than 3,300, Accessed May 3, 2025, <https://www.epa.gov/waterresilience/awia-section-2013#RRA>

⁴ EPA/AWIA, America's Water Infrastructure Act of 2018 (AWIA), Accessed May 3, 2025, <https://www.epa.gov/ground-water-and-drinking-water/americas-water-infrastructure-act-2018-awia>

⁵ EPA/AWIA, ERP Requirements and Assistance Resources for CWSs that Serve More than 3,300, Accessed May 3, 2025, <https://www.epa.gov/waterresilience/awia-section-2013#ERP>

⁶ EPA/AWIA, Community Water System Emergency Response Plan Template and Instructions, Accessed May 29, 2025, https://www.epa.gov/sites/default/files/2019-07/documents/190712-awia_erp_template_instructions_kab_508c_v6.pdf

Water Sources

Most of the County’s drinking water comes from the Hetch Hetchy Regional Water System, which includes the Hetch Hetchy reservoir in Yosemite National Park, over 130 miles away. This system is managed by the San Francisco Public Utilities Commission (SFPUC). In 2003, the Bay Area Water Supply and Conservation Agency (BAWSCA) was created to represent 26 cities, water districts, and private utilities that buy water from SFPUC. Sixteen providers in the County deliver SFPUC water to homes and businesses. A few small districts in the County don’t use SFPUC water. Instead, they get their water from local wells and groundwater. For example, the Montara Water and Sanitary District, included in this report, uses only local sources.

These water providers differ in several ways. They serve different-sized areas and customer bases, have different water capacities, and vary in ownership. Some are city-run water districts, some are special districts led by elected boards, and others are investor-owned and regulated by the California Public Utilities Commission. Their service areas don’t always match city boundaries. One city may have more than one water provider, and some providers serve parts of multiple cities.

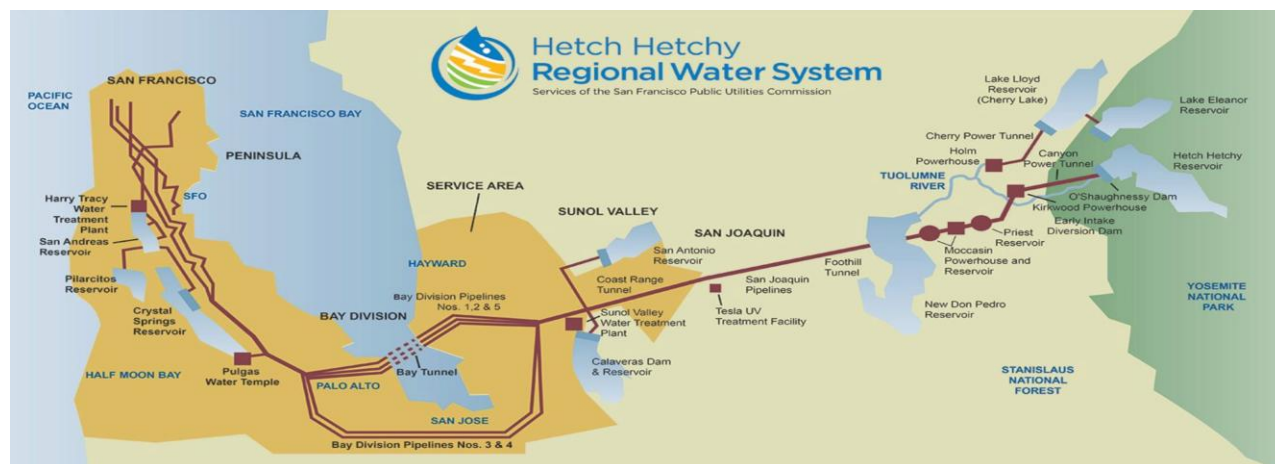
Even though these providers operate independently, many of their systems are connected by “interties”. These links let them share water during times of need.

Securing the Source

After 21 years of planning and building, SFPUC’s \$4.8 billion Water System Improvement Program (WSIP) is now 99% finished. The improvements made through the WSIP include building earthquake-resistant dams, aqueducts, underground tunnels, and 280 miles of large pipes. These pipes cross three major faults: Calaveras, Hayward, and San Andreas, along with many smaller faults.⁷

⁷ San Francisco Public Utilities Commission, Water Infrastructure Improvements, Accessed May 3, 2025, <https://www.sfpuc.gov/construction-contracts/water-infrastructure-improvements>

Figure 2: Hetch Hetchy Regional Water System⁸



Hardening and modernizing vulnerable water infrastructure against a major earthquake is costly, disruptive, and impractical for individual water providers. Therefore, much of the local distribution system, between the SFPUC “turnout” to the water provider and their customers’ taps, is likely to be older and more vulnerable to earthquake damage.⁹

County Oversight

No County agency is specifically assigned responsibility for the regulation of water providers.

The Key Role of Readiness: Plan, Practice, Evaluate

“The water system’s training program should ... include routine training drills, tabletop exercises, and possibly functional exercises, depending on the utilities[’] resources. ...The water system should include all the key players in the training exercises, so everyone is familiar with emergency policies and procedures.”¹⁰

“Train as you fight; fight as you train – keep the training and exercises as close to real as possible because the skills and muscle memory developed are what will be called upon in the face of a real incident.”¹¹

- California State Water Board

Water service interruptions during an earthquake may be unavoidable, but how long and severe these interruptions are will depend largely on how prepared water providers and emergency

⁸ <https://bawsc.org/water/supply/hetchhetchy>, accessed May 20, 2025

⁹ Grand Jury interview

¹⁰ 2015, State Water Resources Control Board Division of Drinking Water Emergency Response Plan Guidance for Public Drinking Water Systems Serving a population of 3,300 or more, accessed March 10, 2025, https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/security/ddw_emergency_guidelines_0215.pdf

¹¹ California State Water Resources Control Board, “Water Resiliency”, accessed March 10, 2025, https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/water_resiliency/

managers are. How do water providers plan for the potential chaos, obstacles, hazards, and other challenges an actual disaster may bring?

Both the EPA and FEMA, a key agency of the Department of Homeland Security, play important roles in helping water providers get ready for water emergencies.

The EPA offers tools that help agencies create their ERPs. According to the EPA, "... [t]he water sector should be involved in an ongoing cycle of planning, organizing, training, equipping, exercising, evaluating, and making corrective actions to stay ready for emergencies. This preparedness also boosts resiliency, which is essential for utilities to provide critical services during tough conditions."¹²

FEMA recognizes that well-organized practice sessions, like tabletop exercises, are a cost-effective, low-risk way to train staff, improve communication across organizations, and test plans, procedures, equipment, systems, tools, and facilities for emergency management. The government has put significant effort into supporting this goal. For instance, the Department of Homeland Security set up the Homeland Security Exercise and Evaluation Program (HSEEP) to train stakeholders like water and sanitation systems in creating and running key readiness exercises.¹³

An "After-Action Report" (AAR) is a formal review of an emergency preparedness exercise, such as a tabletop exercise. It highlights what worked well and what needs improvement, turning lessons learned into clear steps to enhance response efforts. It outlines the actions to be taken, assigns responsibilities, and sets a timeline for completing them.¹⁴

The lessons learned from the 1991 Oakland Hills fire and the 1989 Loma Prieta earthquake showed the value of mutual aid between water providers. This led to the creation of the California Water/Wastewater Agency Response Network (CalWARN), which now includes over 190 utilities across the state. CalWARN's mission is to promote statewide emergency preparedness, disaster response, and mutual assistance for public and private water and wastewater utilities.¹⁵ Its network helps agencies find and share vital resources, such as equipment and personnel, during emergencies. The EPA recommends that water providers take part in mutual aid activities.¹⁶

¹² EPA, "How to Develop a Multi-Year Training and Exercise (T&E) Plan", accessed March 12, 2025, https://www.epa.gov/sites/default/files/2015-05/documents/how_to_develop_a_multi-year_training_and_exercise_plan_a_tool_for_the_water_sector.pdf. See also NIH, "Use of After-Action Reports (AARs) to Promote Organizational and Systems Learning in Emergency Preparedness", accessed March 25, 2025, <https://pmc.ncbi.nlm.nih.gov/articles/PMC3447598/>

¹³ FEMA, "Homeland Security Exercise and Evaluation Program (HSEEP)", accessed March 12, 2025, <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>

¹⁴ San Francisco Department of Emergency Management, "Phase 4: After Action Report and Improvement Planning," accessed March 12, 2025, <https://sfdem.org/phase-4-after-action-report-and-improvement-planning-0>

¹⁵ California Water/Wastewater Agency Response Network (CalWARN), Mission Statement, accessed March 12, 2025. <https://www.calwarn.org>

¹⁶ EPA, "Water Sector Utility Incident Action Checklist," accessed March 12, 2025, https://www.epa.gov/system/files/documents/2021-10/incident-action-checklist-earthquakes_508c-final.pdf

SMCEM is in charge of coordinating preparedness, response, and protection for large-scale incidents and disasters across the county. SMCEM handles alerting, notifying, and working with appropriate agencies within the County's 20 cities and unincorporated areas when a disaster occurs. It also ensures resources are available and mobilized in times of crisis, develops disaster response and recovery plans, and provides preparedness materials for residents.¹⁷

Originally managed by the County Sheriff's Office as the Office of Emergency Services, SMCEM became a stand-alone department in 2021 under the County Executive's Office. It is funded through a Joint Powers Agreement (JPA) between the County and its 20 cities. SMCEM's approach to emergency preparedness involves four phases: preparedness, response, recovery, and mitigation.

For mitigation, SMCEM leads the development of the Multijurisdictional Local Hazard Mitigation Plan (LHMP). This plan, updated every five years, provides a framework for assessing risks from various natural and man-made disasters. An updated LHMP is also required to access certain FEMA funding to help cover local disaster expenses. The most recent plan, released in October 2021, includes specific mitigation actions from each of the 36 participating cities and districts. The Executive Summary of the 2021 LHMP Plan provides as follows:

“IMPLEMENTATION: The Steering Committee developed an implementation and maintenance strategy that includes monitoring of the plan's implementation, annual progress reporting, a strategy for continued public involvement, plan integration with other relevant plans and programs, and establishment of a subcommittee to oversee implementation progress.”¹⁸

The Steering Committee disbanded after adopting the 2021 LHMP, resulting in a lack of oversight for the plan's implementation. Our research and interviews revealed no documentation tracking the progress of mitigation projects outlined in the 2021 LHMP.

SMCEM is set to initiate the development of the next LHMP, expected to take approximately 16 to 18 months. The process has commenced with updating contact information for plan participants.

To enhance transparency, we recommend that SMCEM collect and report on the status of mitigation projects from the 2021 plan. This information should be included in the relevant partner annex when the updated plan is published in 2026, allowing residents to assess progress in reducing foreseeable risks.

Furthermore, we suggest that the responsibilities of the Steering Committee include annual reporting on the status of mitigations developed in the 2026 plan.

¹⁷ San Mateo County's Department of Emergency Management (SMCEM), accessed March 25, 2025, <https://www.smcgov.org/dem>

¹⁸ 2021 Multijurisdictional LHMP | County of San Mateo, CA, accessed March 25, 2025, <https://www.smcgov.org/ceo/2021-multijurisdictional-lhmp>

METHODOLOGY

The Grand Jury reviewed the following documents from the water providers:

- Coastside County Water District ERP December 2024 Redacted
- Coastside County Water District RRA 2021
- East Palo Alto ERP 2022
- East Palo Alto Master Water Plan March 2022
- Community Water System Risk and Resilience Assessment Estero Municipal Improvement District
- Estero Municipal Improvement District Emergency Response Plan
- Montara MWSD ERP 07/18/2019 Redacted
- Montara MWSD RRA 08/10/2020 Summary Report Redacted
- Redwood City ERP 08/17/21
- Redwood City RRA 12/16/2020

We also reviewed:

- Bay Area Water Supply & Conservation Agency Annual Survey Fiscal Year 2022-2023
- Multijurisdictional Local Hazard Mitigation Plan October | 2021 Volume 2—Planning Partner Annexes
- County of San Mateo Emergency Operations Plan | Basic Plan
- San Mateo Grand Jury 2021-2022 Report: The Other Water Worry: Is Your Water Provider Prepared for the Big One?
- 2021 Multijurisdictional Local Hazard Mitigation Plan

DISCUSSION

Backup Water and Fuel

The SFPUC’s seismic design guide says their goal for the Hetch Hetchy Water System Improvement Program is to restore 70% of winter water demand at customer connection points within 24 hours after a major earthquake. The Grand Jury found that local water providers believe the upgraded SFPUC system should be working within three days.¹⁹ Based on interviews, the Grand Jury used a three-day emergency water supply as a general goal for these providers. However, their readiness varies. For instance, East Palo Alto still lacks enough water storage, and the Montara Water and Sanitary District only has enough diesel fuel to keep its emergency generators running for one day.

County Responsibilities

The 2022 Grand Jury noted that in a catastrophic event, SMCCEM is responsible for alerting and coordinating agencies’ responses, ensuring availability of resources, and developing plans for response and recovery.

The 2022 Grand Jury also noted that the EPA had published guidance for cooperation that is

¹⁹ Grand Jury Interviews

needed between local emergency management agencies, such as SMCEM, and the water providers serving the local communities. Its recommendations include:

- Sharing contact information between the agencies and water providers;
- Joint training and exercises, and mutual facilities tours;
- Creating a “water desk” at the emergency agency; and
- Coordinating public messaging during a water emergency.²⁰

The 2022 Grand Jury found a gap between these recommendations and SMCEM practices.

The current Grand Jury decided to follow up on this report to determine if any of these gaps have been closed. In our interviews with water providers and SMCEM, we determined that two of the gaps had been addressed. Contact information for water providers and agencies had been shared in the 2021 LHMP. Additionally, SMCEM appears to be well prepared to communicate to the public in an emergency situation.

However, other gaps remain. In our interviews, we determined that SMCEM had not implemented a water desk, had not conducted emergency water interruption exercises, and had not developed a coordination plan for emergency water interruption. To date, the SMCEM has conducted emergency preparedness exercises, but none have addressed catastrophic water interruption.

FINDINGS

The following findings apply to the specific governing bodies identified under “Request for Responses” below:

- F1. The County Department of Emergency Management has not followed EPA recommendations that it coordinate disaster responses with County water providers, which may compromise its ability to execute a response to a catastrophic interruption in water distribution service.
- F2. The water provider does not have three (3) days of emergency water storage, potentially compromising its ability to supply water following a catastrophic interruption in water distribution service.
- F3. The water provider does not have three (3) days of emergency fuel storage, affecting its ability to supply water following a catastrophic interruption in water distribution service.
- F4. The water provider could not produce documentation analyzing past exercises to test readiness and improve their performance, impacting their ability to supply water following a catastrophic interruption in water distribution service.
- F5. The water provider does not perform operational Functional or Full-Scale exercises, compromising the clarity of roles and responsibilities, and helping identify resource gaps.

²⁰ Connecting Water Utilities and Emergency Management Agencies, accessed May 21, 2025
https://www.epa.gov/sites/default/files/2018-05/documents/water_emaconnection.pdf

- F6. Local agencies are responsible for oversight of the status of their Local Hazard Mitigation Plans, published in October 2021. While local jurisdictions remain responsible for implementation, there is no central repository reporting on overall progress.

RECOMMENDATIONS

The following recommendations apply to the specific governing bodies identified under “Request for Responses” below:

- R1. The Grand Jury recommends that by December 31, 2025, the San Mateo County Department of Emergency Management develop a plan to align its policy with EPA recommendations by coordinating disaster response preparedness with all county water providers.
- R2. The Grand Jury recommends that by December 31, 2027, the water provider will develop plans to increase emergency water storage capacity sufficient to provide emergency water to its community for a minimum of three (3) days.
- R3. The Grand Jury recommends that by December 31, 2026, the water provider develop plans to increase emergency fuel and pumping capabilities in order to provide emergency water to their community for a minimum of three (3) days.
- R4. The Grand Jury recommends that by December 31, 2025, the water provider perform an analysis and document an After-Action Report consistent with its emergency response plan.
- R5. The Grand Jury recommends that by June 30, 2026, the water provider perform, at a minimum, functional operational exercises consistent with its emergency response plans (ERP).
- R6. The Grand Jury recommends that by October 31, 2026, SMCEM report on the status of the mitigation projects contained in the 2021 and upcoming 2026 LHMP plans. The status of the 2021 projects should be included in the relevant partner annex when the plan is published in 2026.

REQUEST FOR RESPONSES

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses from the following governing bodies:

Respondents	F1	F2	F3	F4	F5	F6	R1	R2	R3	R4	R5	R6
Coastside County Water District												
East Palo Alto		X	X	X	X			X	X	X	X	

Estero Municipal Improvement District			X					X			
Montara Water and Sanitary District			X		X			X		X	
Redwood City											
San Mateo County Board of Supervisors	X					X	X				X

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda, and open meeting requirements of the Brown Act.

RESPONSE REQUIREMENTS

California Penal Code Section 933.05 provides as follows (emphasis added):

- (a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall report one of the following:
 - (1) The respondent **agrees** with the finding.
 - (2) The respondent **disagrees** wholly or partially with the finding, in which case the response shall **specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.**
- (b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:
 - (1) The recommendation has been implemented, **with a summary regarding the implemented action.**
 - (2) The recommendation has not yet been implemented but will be implemented in the future, **with a timeframe for implementation.**
 - (3) The recommendation requires further analysis, **with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.**
 - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, **with an explanation therefor.**

GLOSSARY

AAR - An After-Action Report evaluates an emergency response exercise. It is designed to assess the performance of exercise objectives and capabilities by documenting strengths, weaknesses, and corrective actions.

AWIA - America's Water Infrastructure Act improves drinking water and water quality, deepens infrastructure investments, and enhances public health and quality of life. The AWIA provisions are the most far-reaching changes to the Safe Drinking Water Act, with over 30 mandated programs.

BAWSCA - The Bay Area Water Supply and Conservation Agency is a consortium formed by the State of California and major water providers in the San Francisco Bay Area for the purpose of negotiating water purchases to buy water from the Hetch Hetchy Regional Water System.

CalWARN - California Water/Wastewater Agency Response Network. CalWARN's mission is to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities.

CWS - A Community Water System consistently supplies water to at least 25 people or 15 service connections year-round and is either publicly or privately owned.

EMID - Estero Municipal Improvement District

EPA - Environmental Protection Agency

ERP - An Emergency Response Plan is a structured set of procedures that organizations follow to prepare for, respond to, and recover from emergencies or disasters. It outlines key roles, responsibilities, communication strategies, and actions to take during events like natural disasters, fires, medical emergencies, or security threats.

FEMA - Federal Emergency Management Agency

HSEEP - Homeland Security Exercise and Evaluation Program

LHMP - Multijurisdictional Local Hazard Mitigation Plan 2021. Thirty-six local governments and special districts in San Mateo County began working together to update the San Mateo County Multijurisdictional Local Hazard Mitigation Plan

MWSD - Montara Water and Sanitary District

RRA - Risk and Resilience Assessment

SDWA - The Safe Drinking Water Act is a U.S. federal law enacted in 1974 to protect the quality of drinking water. It authorizes the Environmental Protection Agency (EPA) to set national standards for drinking water safety, covering both naturally occurring and man-made

contaminants. The law applies to all public water systems (but not private wells) and ensures that drinking water meets health-based standards.

SFPUC - The San Francisco Public Utilities Commission owns and controls the water that flows from the Hetch Hetchy Regional Water System to water providers in the Bay Area.

SMCEM - San Mateo County Emergency Management. The Department of Emergency Management (SMCEM) coordinates countywide preparedness, response, and protection services and activities for large-scale incidents and disasters. SMCEM is responsible for alerting, notifying, and coordinating with appropriate agencies within the county's 20 cities and unincorporated county areas when disaster strikes.²¹

SWRCB - State Water Resources Control Board

UWMP - Urban Water Management Plans (UWMPs) are prepared by urban water suppliers every five years. These plans support the suppliers' long-term resource planning to ensure adequate water supplies are available to meet existing and future water needs. The information collected from UWMPs is useful for local, regional, and statewide water planning.²²

WSIP - The Water System Improvement Program (WSIP) is a multi-year capital program that is \$4.8 billion to upgrade the SFPUC's regional and local water systems. The program repairs, replaces, and seismically upgrades crucial portions of the Hetch Hetchy Regional Water System.

WSMP - City of East Palo Alto "Water System Master Plan"

²¹ California Department of Water Resources, Urban Water Management Plans, Accessed May 12, 2025, <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Urban-Water-Management-Plans>

²² County of San Mateo, Emergency Management, Accessed May 12, 2025, <https://www.smcgov.org/dem>

APPENDIX

Federal Oversight

Several federal agencies help regulate and oversee water providers in San Mateo County.²³ One of the most important factors in this investigation is the Environmental Protection Agency (EPA). The EPA enforces the America's Water Infrastructure Act of 2018 (AWIA), which applies to water providers serving more than 3,300 people. Under AWIA, these providers must complete a Risk and Resilience Assessment. This assessment covers threats from natural disasters and intentional attacks. It also evaluates how well a water system's infrastructure and operations, including cybersecurity, can withstand those risks. AWIA also requires providers to create an Emergency Response Plan (ERP). This plan must include steps and strategies to handle the risks identified in their Resilience Assessment. Water providers had to certify and send their ERPs to the EPA by December 31, 2021.²⁴

The EPA provides online tools and other resources to help utilities meet these AWIA requirements.²⁵ It also recommends that providers run tabletop exercises to test their emergency plans.²⁶

State Oversight

California has many state departments, councils, agencies, and commissions that play a role in water service. For emergency preparedness, the California Water Code requires water providers that serve more than 3,000 customers or deliver over 3,000 acre-feet of water per year to create an Urban Water Management Plan (UWMP). This plan, which must be submitted to the Department of Water Resources, outlines how the provider will respond to a reduced water supply. It should include steps to handle water shortages caused by natural disasters. Providers must update their UWMPs every five years.²⁷

Some water providers are private, investor-owned companies. These companies are regulated as public utilities by the California Public Utilities Commission, which oversees their rates and operations. The largest provider in San Mateo County is the California Water Service Company, which is investor-owned.

²³ E.g., Department of Homeland Security, Department of Defense, Department of the Interior, Department of Agriculture, Department of Energy, and Department of Health and Human Services. Cody, Schneider, Tiemann, *Selected Federal Water Activities: Agencies, Authorities, and Congressional Committees*, Congressional Research Service, 2017

²⁴ EPA, "America's Water Infrastructure Act: Risk Assessments and Emergency Response Plans", accessed March 11, 2025, <https://www.epa.gov/waterresilience/awia-section-2013>

²⁵ EPA, "[Vulnerability Self-Assessment Tool \(VSAT\): Protect Your Community From Risk](#)", accessed March 11, 2025

²⁶ EPA, "Tabletop Exercise Tool for Water Utilities", accessed March 11, 2025
<https://www.epa.gov/waterresiliencetraining/tabletop-exercise-tool-water-utilities-emergency-preparedness-response-and>

²⁷ 2022, California Department of Water Resources, "Urban Water Management Plans", accessed March 10, 2025, <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Urban-Water-Management-Plans>

Overview of Water Providers Investigated

Water Provider	Provider Type	Population Served (2023) ²⁸
Montara Water and Sanitary District	Special District	6,012
Coastside County Water District	Special District	18,890
East Palo Alto	Municipal Water District	25,519
Estero Municipal Improvement District	Special District	37,443
Redwood City	Municipal Water District	90,928

As noted in the 2021-22 Grand Jury report, each provider has prepared, self-certified, and submitted a Resiliency Assessment and an Emergency Response Plan (ERP) to the EPA, as required by the AWIA.

Montara Water and Sanitation District (MWSD)

The Montara Water and Sanitary District (MWSD) was created in 1958 to manage wastewater services for Moss Beach and Montara. In 2003, following a legal dispute and approval of a local bond measure, MWSD acquired the area's drinking water system from Citizens Utilities Company of California.

MWSD is governed by a five-member elected board and supported by a staff of seven. The General Manager oversees daily operations. Unlike most Bay Area districts, MWSD sources its water from wells and surface streams in the Montara Mountain watershed. Before reaching customers, the water is filtered, disinfected, and tested for safety. It meets all state and federal quality standards and is treated to reduce nitrates and manganese.

The district stores more than one million gallons of water in several tanks. This supply can last about five days under normal use, or over three days during high demand. Pumps and tank levels are managed through a Supervisory Control and Data Acquisition (SCADA) system. If needed, the entire system can be operated manually. Because the SCADA system does not manage chemical treatment, the risk from cyberattack is lower.

MWSD depends on electricity from PG&E to power its pumps. If the power goes out, diesel generators located near the pumps provide backup. However, the District only has enough diesel fuel to keep them running for about 24 hours.

²⁸ BAWSCA.org member agency profiles, accessed May 4, 2025, <https://bawscs.org/members/profiles>

MWSD participated in the 2021 Multijurisdictional Local Hazard Mitigation Plan (LHMP), released in October 2021. In that plan, MWSD identified a major risk: limited backup power. As a mitigation, Action MWS-4 proposed buying stationary generators for key sites like wells, pumps, and treatment facilities, and building enough storage for equipment and fuel. So far, the district has considered—but rejected—a plan to install a diesel storage tank, citing concerns about environmental impacts. MWSD has since stated its goal to revise the plan and build the tank by the end of 2026. In the meantime, MWSD believes it could get emergency diesel from the Princeton Harbor District or local contractors. While the District has strong relationships with these sources, there are no contracts in place to guarantee priority access.

In December 2024, MWSD held a tabletop emergency drill that simulated a tsunami and a 6.5 earthquake. The exercise covered a 48-hour response window. The after-action report showed that the district prioritized providing water for firefighting and ensuring disinfection. We found no record of MWSD conducting operations-based or multi-agency emergency exercises.

MWSD submitted its Emergency Response and Recovery Plan (ERP) in July 2019 and its Risk and Resilience Assessment (RRA) in August 2020, as required by law. These plans must be updated every five years, but there is no sign they have been updated since then.

MWSD maintains a good working relationship with the Coastside County Water District and occasionally shares materials and supplies. However, they have not signed any formal mutual aid agreements. MWSD also reports no interaction with the Department of Emergency Management.

Coastside County Water District (CWD)

The Coastside County Water District was established in 1947. It supplies treated water to the City of Half Moon Bay and the nearby unincorporated areas of Princeton, Miramar, and El Granada. A team of 22 people, overseen by an elected board, serves about 19,000 residents through 7,700 water connections. Coastside Water manages and treats all its own water. Most of the supply is pumped from the Crystal Springs Reservoir, located inland beyond the coastal mountains. Staff members live on the coast and can respond to emergencies in about 30 minutes. The current board emphasizes staying ahead on infrastructure upkeep.

To lower risks, the district continues to invest in system improvements. Projects include a seismically upgraded 2.1-million-gallon storage tank, a \$9 million renovation of its treatment plant, and pipeline repairs along Highway 92. To protect pipelines from future damage, the district is moving them away from roads and creeks using easements. In the coming decade, storage capacity is expected to double at its Carter Hill tank site. New tanks will also help with managing water use. As of now, stored water can last about 3 to 4 days, depending on the season.

The district has stored 5,000 gallons of diesel and 1,000 gallons of gasoline, enough to power its systems for up to 25 days. It also has backup fuel agreements with contractors based both on the Coast and in Redwood City.

The SCADA (Supervisory Control and Data Acquisition) system tracks water operations in real

time. The team has put cybersecurity protections in place, such as penetration tests and phishing drills.

Coastside Water performs regular water quality tests, as required by both state and federal rules. It works with BAWSCA and SFPUC on infrastructure planning and emergency drills. Earthquakes and wildfires are the main risks. The district reduces wildfire threats by clearing brush, removing trees, and improving pumping systems. It also boosts system reliability through upgraded booster pumps and pipelines that help move water efficiently across the region.

District teams hold frequent meetings and update the Emergency Response Plan (ERP) often. They run emergency drills 3–4 times a year with agencies like CalFire and SFPUC, along with 25 yearly training sessions, weekly safety meetings (“tailgates”), and ongoing certifications. They also join Community Emergency Response Team (CERT) exercises and maintain ham radio communication. The district works with SMCCEM on emergency responses. A 2021 Risk and Resiliency Assessment led to key operational and cybersecurity upgrades, and the next review is set for 2026.

Coastside Water joined the 2021 Multijurisdictional Local Hazard Mitigation Plan, published in October 2021. In that plan, the district flagged a risk: not enough backup power at Crystal Springs. They proposed Action CWS-6: buying and maintaining generators for vital facilities and systems, like tanks, treatment plants, pump stations, and pipelines—especially those at risk from earthquakes or wildfires.

To reduce that risk, Coastside Water has taken several proactive steps. They now use gravity-fed systems, such as Pilacitos Reservoir and Denniston Creek, to keep water flowing during outages. They also installed siphons and pumps at Pilacitos to help move water into the system when levels are low. These actions directly address the backup power issue at Crystal Springs and support the district’s broader goal of keeping water service running during power failures.

City of East Palo Alto

The City of East Palo Alto’s water system is managed through a public-private partnership between the City and Veolia North America (Veolia). Most of the City is served by this system, but two smaller, independent water providers also operate within city limits: the Palo Alto Park Mutual Water Company and the O’Connor Tract Co-operative Water Company. The City’s water service area includes 4,065 customer connections. Of these, 92% are for homes, and the rest serve businesses, industries, institutions, and other users. In 2022, the population in the City’s service area was estimated at 23,646 (City of East Palo Alto, 2016, and Department of Finance, 2022). By 2045, that number is expected to grow to 33,230.²⁹

The city buys all its treated water from the San Francisco Public Utilities Commission (SFPUC). Water flows through three pressure-reducing stations and is distributed through 137 water mains, which cross 20 easements.

²⁹ City of East Palo Alto “Water System Master Plan”

https://www.cityofepa.org/sites/default/files/fileattachments/public_works/project/21359/epa_wsmreport_update_2023-03-22_wappendices_ver2.pdf

The Public Works Department runs the water utility and conducts tabletop emergency drills that include local fire and police departments. One such drill in 2023 led to updates in the Emergency Response Plan (ERP). However, no after-action report was available to explain what worked, what needed fixing, or what follow-up actions were planned.

The city currently has no water storage tanks, but the State Water Resources Control Board (SWRCB), through the Department of Drinking Water (DDW), requires the city to build storage for emergencies and firefighting. The City's Water System Master Plan (WSMP) outlines how to size these new storage tanks. According to the plan, 3.6 million gallons (MG) of storage is needed for today's needs, and 5.2 MG will be needed in the future to support growth. The city knows storage is a problem and is working to fix it through the WSMP, which also addresses aging pipes and infrastructure. One storage project, which will add 1.65 MG of capacity, is almost done. But this still leaves a shortfall of 2.86 MG. More storage is planned, though final approval has not yet been given.

Backup power generators are also planned for the new storage facilities. But if a major event—like an earthquake—cuts off electricity, the only current backup is the fuel-powered pump at Gloria Way Well. That alone is not enough to meet the community's needs.

The city also needs backup fuel for the pump generators in case of a power loss during a disaster, but this need has not yet been addressed.

Redwood City

Redwood City supplies water to customers within its city limits and parts of unincorporated San Mateo County, including Emerald Hills and Redwood Shores. The city provides water to homes, businesses, industries, and government buildings. All drinking water is purchased from the San Francisco Public Utilities Commission (SFPUC). The city also operates a recycled water program for non-drinking uses. As of 2023, Redwood City serves 24,249 connections and provides water to a population of 90,928. That number is expected to grow to 107,947 by 2045.

The Public Works Department manages the City's water system. To stay prepared for emergencies, the department holds discussion-based emergency planning exercises twice a year and runs hands-on operations-based drills once a year. After these drills, the city creates after-action reports to record what went well, what could be better, and what steps should be taken next.

Redwood City has 13 water storage tanks with a total capacity of about 2.2 million gallons. This amount is enough to last around three days under typical usage. To help keep water flowing during power outages, the city has 10 diesel-powered pump stations that can operate for up to 24 hours.

Estero Municipal Improvement District (Foster City)

The Estero Municipal Improvement District (EMID) provides water service to all of Foster City and part of the City of San Mateo, known as Mariners Island, which is just west of Foster City. EMID delivers water to homes, businesses, and a small number of industrial users.³⁰ In 2023, EMID served about 37,443 people through 8,170 service connections. All of the district's water comes from the San Francisco Public Utilities Commission (SFPUC). Water is stored in tanks located in the northwest part of the district. The system includes two pressure-reducing stations, four storage tanks, one pump station, and one pressure zone. For emergencies, EMID has backup water connections with California Water Service (San Mateo) and Mid-Peninsula Water District.³¹

The Foster City Public Works Department manages EMID. It maintains two emergency connections: one with Cal Water San Mateo and one with Mid-Peninsula Water. The connection with Mid-Peninsula Water is tested each year to ensure it works properly during an emergency. To get ready for major disasters, the city held a tabletop earthquake exercise in October 2024. The event included Police, Fire, and Public Works staff. Interviews showed that more tabletop exercises might be planned in the future as staffing changes occur, though no schedule was shared. A report summarizing the exercise listed successes, areas needing improvement, and next steps.

EMID recently improved its water storage by upgrading tanks. The district now has one 8-million-gallon (MG) concrete tank and three 4-million-gallon steel tanks. These tanks have been coated, retrofitted for earthquakes, and equipped with water quality mixers. The upgrades provide enough water for at least two days. Previously, water quality issues limited how much water could be stored. Thanks to the improvements, the storage capacity may grow to support three or more days of use soon.

³⁰ Estero Municipal Improvement District, 2020 Urban Water Management Plan, accessed May 4, 2025, https://www.fostercity.org/sites/default/files/fileattachments/public_works/page/32041/final_draft_2020_emid_uwm_p_wappendices.pdf

³¹ Estero Municipal Improvement District, accessed May 4, 2025, <https://bawasca.org/members/profiles/estero>

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: August 12, 2025

Report Date: August 8, 2025

Agenda Title: Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #10

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 contract duration is 480 days with estimated completion in Spring 2026. This is the tenth 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.

FL FREYER & LAURETA, INC.
Civil Engineers – Surveyors – Construction Managers

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>	13	Approved Change Orders Added	(\$60,282.25)
<i>Approved Change Order Days Subtracted</i>	0	Approved Change Order %	(0.5%)
Total Contract Duration ¹	493	Total Contract Approved	\$10,908,668.75
Elapsed (Start Date 1/21/2025)	203	Billed to Date ²	\$3,788,950.38
Remaining Days	290	Remaining Value	\$7,119,718.37

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

² Billed to date value is the contract work complete including the 10% retention that will be paid to Contractor upon project completion.

Construction Progress Update #10

Progress since Previous Board Meeting:

- Installation of 30 mil PVC Liner.
- Placement of remaining Class II Aggregate Base, Compact and Finish Subgrade.
- Installation of Rebar for Tank Floor.
- Preparation of Formwork and Tank Site for Concrete Floor Pour.
- Pouring Concrete for Tank Floor.
- Stripping Formwork from Tank Floor.
- Assembly and Placement of Wall Forms for Tank Wall #1.
- Assembly and Placement Rebar Curtain Wall #1 with Vertical Tendons.
- Delivery of Crane, Scissor Lifts and Equipment.
- Processing of Contractor Submittals, Requests for Information (RFIs) and Scheduling.

Construction Progress Update #10

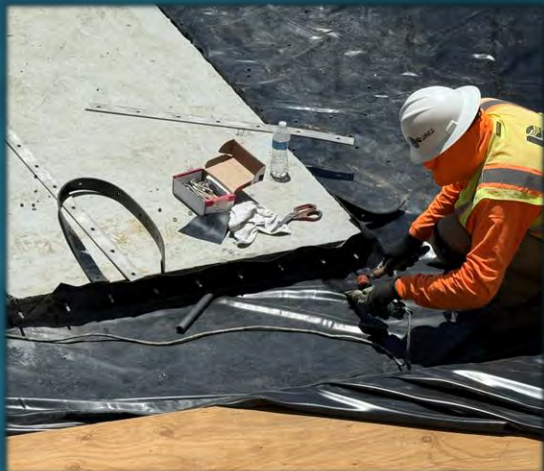
Three-Week Look Ahead Schedule:

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

- Pour Concrete for Tank Wall #1.
- Stripping Wall Form from Tank Wall #1.
- Construction of Tank Walls #2, #3, #4, #5 and #6:
 - Shifting Wall Forms from constructed wall section to next Tank Wall.
 - Assembly and Placement Rebar Curtain Wall with Vertical Tendons.
 - Pour Concrete for Tank Wall.
 - Stripping Wall Form from Tank Wall.
- Processing of Contractor Submittals, Requests for Information (RFIs) and Scheduling.

Overall Project Schedule:

- Anticipated completion in May 2026.



Construction Photos



Construction Photos



Construction Photos



Construction Photos

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: August 12, 2025

Report Date: August 8, 2025

Agenda Title: General Manager's Report

For Discussion

Possible Change to Board Meeting Agenda – Disclaimer Related to Remote Participation

While it does not happen very often, there have been times when technical difficulties have occurred at Board meetings and members of the public have not been able to participate in a Board meeting remotely. The District's Legal Counsel has suggested that the District consider modifying the opening paragraph of the District's Board Meeting agenda to address technical issues that may prevent remote participation. The proposed agenda wording would state that in person meetings are the primary format for Board meetings, that the District desires to accommodate remote participation but there may be disruptions, and that if a disruption occurs the Board meeting may continue as long as the public may still attend the Board meeting in person. The proposed modified opening paragraph is as follows: :

“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 District staff would like to give the Board the opportunity to discuss the concept and language and to obtain the Board's input.

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: August 12, 2025

Report

Date: August 8, 2025

Monthly Highlights

- DN Tank site work coordination continued, floor poured and first wall pour (of seven) is scheduled August 8th.
- Completed annual draining and cleaning of Nunes Sedimentation Basin.
- Installed new weather station at Nunes.
- Denniston WTP was online the entire month.
- Spare raw water pump ordered for Denniston Pump Station.
- Pressure washed and recoated top of Denniston Tank.
- Highway 92 Emergency Pipeline Replacement Project complete.
- El Granada Tank 3 Hydropneumatic SCADA interface complete.
- Seymour St Pipeline Extension complete.
- Cityworks upgrade is in final testing.
- Updated Standard Details and Specifications with EKI.
- Continued work with EKI and ESA on environmental work for Pilarcitos Slide Repairs.
- Dustin Jahns attended the ESRI user conference in San Diego.

July Sources: Pilarcitos Reservoir, Denniston, Crystal Springs

Main leaks/service leaks: None.

Projects

- EKI Environment and Water, Inc.
 - Provided peer review of DN Tank project coordination/engineering.
 - Pilarcitos Well Replacement Project out to bid.
 - Continued work on environmental permitting requirements and design for Pilarcitos Culvert/Slide Repair Project.

STAFF REPORT

Agenda: August 12, 2025

Subject: Operations Report

Page 2

- HDR, Inc.
 - HDR continued work on DN Tank submittals and plan modifications and coordination of subcontractors.
 - Sanitary Survey, Corrosion Control Study, and Treatability Study for San Vicente near completion.